

FEDERAL BUREAU OF INVESTIGATION  
FOI/PA  
DELETED PAGE INFORMATION SHEET  
FOI/PA# 1511466-000

Total Deleted Page(s) = 2  
Page 68 ~ Referral/Consult;  
Page 69 ~ Referral/Consult;

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
X Deleted Page(s) X  
X No Duplication Fee X  
X For this Page X  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

This document is made available through the declassification efforts  
and research of John Greenewald, Jr., creator of:

# The Black Vault



The Black Vault is the largest online Freedom of Information Act (FOIA) document clearinghouse in the world. The research efforts here are responsible for the declassification of hundreds of thousands of pages released by the U.S. Government & Military.

**Discover the Truth** at: <http://www.theblackvault.com>



MR. TOLSON

5/2/56

THE EXECUTIVES CONFERENCE

SEMIANNUAL CONFERENCE  
SEAT OF GOVERNMENT SUPERVISORS  
5/22, 29, 31/56

It was proposed to the Executives Conference that the Semiannual Seat of Government Supervisors' Conference be held on 5/22, 29, and 31/56 in Classroom #1, Room 5231. Each session will begin at 3 p. m. It is necessary to hold the conference in 3 sessions due to the number of supervisors assigned to the Seat of Government. It was also proposed that the following program be followed:

3:00 - 3:15	Trends in Training	Mr. E. D. Mason
3:15 - 3:30	Accuracy in Reporting	Mr. L. V. Boardman
3:30 - 3:50	FBI Emergency Radio Network	Mr. D. J. Parsons
3:50 - 4:00	Current Administrative Problems	Mr. J. P. Mohr
4:00 - 4:20	Automatic Data Processing in FBI	Mr. A. E. Leonard
4:20 - 4:45	Film "Direct Line to Decision"	Mr. R. D. Preston

(This film is designed primarily to stimulate thinking of management as to the possible application of automatic data processing systems to their own sphere of responsibility)

If approved, there is enclosed a memorandum to all Bureau officials concerning the conference.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:jl

Present at the Conference 5/2/56 were Messrs. Tolson, Mohr, Trotter, Parsons, Nease, Belmont, Boardman, Rosen, Nichols, Holloman and Mason.

Conference unanimously recommends approval of the above schedule and dispatch of the attached instructions to Bureau officials and to Washington Field.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Nease \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

*Conference held as scheduled*

RECORDED - 84-66-2554-12447  
INDEXED - 84

MAY 3 1956

EX - 107

CC: Mr. Nease  
Mr. Mason

CCC:ATP  
Enclosure

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/13/92 BY SP5/cdy

MAY 4 1956

# Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director  
FROM : The Executives Conference  
SUBJECT: CHINESE LANGUAGE TRAINING

DATE: April 12, 1956

Ticklers: Mr. Belmont  
Mr. Boardman  
Laboratory Division  
Administrative Division  
Mr. Norstrom  
Mr. Mason  
Mr. Nease

Tolson \_\_\_\_\_  
Boardman   
Nichols \_\_\_\_\_  
Harbo \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Sizoo \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

On April 11, 1956, the Executives Conference, consisting of Messrs. Tolson, Nichols, Boardman, Belmont, Brown for Mason, Mohr, Parsons, Rosen, Tamm and Holloman, again considered the advisability of affording Chinese language training to a class of Special Agents.

### PROBLEM

Substantial potential for subversion presented by Communist China, which has assumed world power status becoming of increasingly serious nature; many complex investigative problems have arisen in Chinese communist investigations, one of most formidable of which results from language factor. Estimated the problem will become more acute if Red Chinese granted United Nations recognition, affording them base in U.S. and opportunity to coerce, intimidate and influence Chinese living in this country.

State Department reports thousands of Chinese admitted U.S. in recent years, many fraudulently claiming American citizenship. Some have come out of Communist China where they were subject to communist indoctrination and training. Large part of current Chinese security cases involve recently arrived Chinese, less than 5% of whom speak English, according to State Department survey.

Several offices have reported language barrier one of greatest deterrents to effective Chinese investigations. NY letter 2-8-56 cited typical case of Chinese subject who pleaded inability to speak good English and gave evasive answers when first interviewed by agents. Upon reinterview by Chinese translator, inaccurate and misleading information was exposed. NY let 2-21-56 said similar interviews with three other Chinese subjects by same translator found to be more satisfactory and considerably more information obtained.

AJN:eb  
(8)

RECORDED - 81  
INDEXED - 81  
LETTER 4/17/56  
SAC LETTER 4/15/56

166-2554-12448

MAY 7 1956  
MAY 3 1956

58 MAY 11 1956

8/10/92  
CLASSIFIED BY SP-5C/ldg  
DECLASSIFY ON

ORIGINAL COPY FILED IN

Memorandum for the Director

~~CONFIDENTIAL~~

An interview program at San Francisco for intelligence data from Chinese coming out of Communist China and admitted to U.S. as citizens would be desirable but cannot be handled for lack of Chinese language-trained personnel. Informant development programs have also been retarded because language limitations prevent cooperative Chinese from being developed. NY letter 3-27-56 recommended interview program to identify leaders and develop informants in Chinese Hand Laundry Alliance; apart from other considerations, program could not be undertaken as at present only one Chinese-speaking employee available who could handle necessary dialect and he will be engaged on priority translation for extended period (9)

At present, no agents and but two Chinese translators, one part-time in Houston and one full-time in Philadelphia, can speak Cantonese sub-dialects of Chungshan and Toyshan which are predominantly spoken in U.S. Our facilities for interviews with Chinese considered greatly inadequate in light of reported 50% increase (40,000) in Chinese population in U.S. since 1940; would be more inadequate in event of hostilities with China.

Laboratory Division feels minimum of 18 months necessary for training class of eight men. Estimated costs, in addition to normal salaries of trainees and one instructor, probably would not exceed \$5,000 for transportation and transfers. Training will be given at SOG under control of Laboratory Division. Instructor will be [redacted] of University of Houston, currently employed part-time as Chinese translator at Houston Office, who Laboratory Division feels is qualified for this assignment. In view of the investment involved, prospective trainees will be expected to sign stipulation they will remain with Bureau 3 years after completion of training.

b6  
b7c

EXECUTIVE CONFERENCE RECOMMENDATION:

Members of the Conference are unanimously of the opinion that the proposed training is justified as the Chinese communist potential for subversion is sufficiently serious to warrant advance preparation to meet any threat posed and Chinese language-training is a necessary step in that direction.

✓

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Memorandum for the Director

ACTION:

In the event you agree, preliminary steps to establish a Chinese language school, based upon the predominant Cantonese sub-dialects spoken in the United States, will be taken and the Domestic Intelligence, Administrative and Laboratory Divisions will jointly pass upon the candidates to attend. As soon as preliminary arrangements have been completed, another memorandum will be submitted, giving the date of the school and trainees selected. Until the completion of this training, field offices are arranging to obtain the services of temporary Chinese interpreters to function on a part-time basis. While this is not a satisfactory solution, it is the best substitute available until we can train our own personnel.

Respectfully,  
For the Conference

*Directed by Mr. Tolson*

*orb*

*→*

Clyde Tolson

*ADP*  
*Q*  
*2/15*

~~CONFIDENTIAL~~

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 5/1/56

FROM : E. D. Mason

SUBJECT: USE OF QUOTATIONS IN TRAINING DOCUMENTS  
CHARLES C. THOMAS PUBLISHING COMPANY  
327 EAST LAWRENCE STREET  
SPRINGFIELD, ILLINOIS

Tolson	✓
Boardman	_____
Nichols	_____
Belmont	_____
Harbo	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

301392 - se sec'dy ✓

Executive Conference

In preparing authoritative, comprehensive training documents, it is essential, on occasion, to quote brief excerpts from recognized publications in law enforcement field. Works of various authors are well known to many law enforcement officers. Books such as "Psychology for Law Enforcement Officers" published by Charles C. Thomas Publishing Company, are well known and widely recognized as useful works. Points of view expressed by various authors must be cited, (but not advocated), in order to make training documents comprehensive, unbiased, and useful in all parts of the country. To omit such material would substantially weaken training documents. Training documents are for official use of FBI personnel only.

Charles C. Thomas Publishing Company publishes numerous authoritative works in law enforcement field. Occasionally quotations from them are showing up in our training documents. Thomas' books state on fly leaf that no portions of text may be reproduced without written permission except brief quotations by book reviewers (for publication in newspapers and periodicals). It is believed necessary to get publisher's permission to use quotes to avoid copyright difficulties.

SA [redacted] of Springfield office contacted \* Mr. Payne Thomas, President of Charles C. Thomas Publishing Company, with whom he is personally well acquainted and discussed this matter informally. Mr. Thomas said there would be no objection to quoting material from their books, but requested an appropriate letter for their files in order to put matter on record. Charles C. Thomas Publishing Company is reliable concern; relations have been friendly with FBI. Bureau files contain no unfavorable references.

RECOMMENDATION:

That attached letter to Charles C. Thomas Publishing Company requesting permission to use brief quotations from their publications be sent.

INDEXED-11/

EX-109

166-2554-12449

RECORDED

16 MAY 3 1956

Enclosure

\*At Bureau request

ITWO

Facts presented to Executives Conference 5/2/56; proposed letter to Payne Thomas read to Conference; Conference unanimously recommends letter be sent. EDM

slv

MAY 9

ORIGINAL COPY FILED IN 1-111-354

b6  
b7c

Mr. Tolson

May 3, 1956

The Executives Conference

SECURITY INDEX -  
VERIFICATION OF ADDRESSES  
File 100-358086

PLANT INFORMANT PROGRAM  
File 66-2542-2

AMERICAN LEGION CONTACT PROGRAM  
File 66-9330

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/13/92 BY SP5 UJW

On May 2, 1956, the Executives Conference, consisting of Messrs. Tolson, Nichols, Boardman, Belmont, Mason, Mohr, Parsons, Trotter, Tamm, Holloman and Nease, considered the question of whether Security Index cases should be opened and assigned for the purpose of verifying addresses of subjects and closed upon such verification.

Present instructions call for verifications of addresses to be handled through administrative ticklers with cases opened only when the subject has moved to an address in another division or his present whereabouts is unknown. This means of handling verifications was inaugurated in 1951, it being felt at that time that a considerable administrative burden would be placed on the field by opening and closing twice a year the then 15,000-plus Security Index cases. Since that time, the Security Index has been reduced to approximately 12,900 names, of which more than 1,000 are key figures and approximately 600 are employed in key facilities. Key-figure and key-facility cases are maintained in a pending inactive status and reports are submitted quarterly and semiannually, respectively. An annual report is now required in all other Security Index cases (approximately 11,300) so that these cases are now opened once a year and verifications of addresses are made at that time. Consequently, the proposal to open cases for verification purposes would mean that approximately 11,300 additional cases will be opened per year as compared to approximately 30,000 which would have been necessary in 1951.

Enclosures

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman cc - Mr. Mason
- Belmont cc - Mr. Nease
- Mason \_\_\_\_\_
- Mohr cc - Mr. Boardman
- Parsons cc - Mr. Belmont
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease AHE:pjm
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 13

INDEXED - 13

66-2354-124/50  
MAY 7 1956

MAY 8 1956

EX - 134

Memorandum for Mr. Tolson

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference was unanimous in feeling that, under present conditions, the Security Index cases should be opened for the purpose of verifying addresses of the subjects and closed upon such verifications being accomplished. The administrative burden of opening these cases under today's conditions would be relatively light. It is noted that, in many instances, accomplishment of verifications requires intensive investigation, sometimes even physical surveillances. Therefore, the opening of the cases would more truly reflect the work necessarily being handled by Agents and would present a truer picture of the work load pending in an office.

An SAC Letter and appropriate Manual changes are attached.

The Executives Conference also considered the question of whether files on plants in which plant informants are developed should be opened when recontacts are necessary. These recontacts must be made each six months.

The present procedure requires the development of complete plant informant coverage in plants designated as [redacted] and plants designated as "category A" in the key facilities list. The number of such plants totals approximately 150 and plant informants therein must be recontacted each six months. In all other plants (approximately 8,000), only the security officer of the plant is recontacted and such contacts must be made once each year. Plant informant files are not presently reopened for the purpose of making these recontacts. Such recontacts are made where possible by telephone. Referral/Consult

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference was unanimous in feeling that the present practice is preferable with respect to the cases in which only the security officer of the plant is recontacted.

Memorandum for Mr. Tolson.

However, in the plants where complete informant coverage is developed (the approximately 150 plants referred to above), it was felt that these cases should be opened at the time recontacts are necessary and closed by a memorandum reflecting that all necessary recontacts have been completed. In such plants, numerous recontacts are required, many of which cannot be made by telephone, and in numerous instances plant informants have moved or resigned and it is necessary to develop additional informant coverage. Opening the cases will more correctly reflect the work necessary to accomplish these recontacts.

An SAC Letter is attached.

The Executives Conference further considered whether cases should be opened under the American Legion Contact Program. Present instructions require that the SAC or ASAC annually contact national officers, state officers and members of the American Legion Americanism Commission, advising the Bureau annually that these contacts have been made.

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference unanimously felt that, in the interest of economy and good administration, these files should not be opened on these American Legion contacts, approximately 100 in number. Contacts must be made personally by the SAC or ASAC when the individual officials are available and to open a file would require that the file be maintained in a pending status until all contacts are complete. In some instances, the SAC might have to make a special trip to contact the Legion official to prevent the file from becoming delinquent.



MR. QUINN TAMM

4-25-56

G. A. Harris

PENCIL NOTATIONS PLACED ON MAIL PROCESSED THROUGH IDENTIFICATION DIVISION

A substantial portion of incoming mail received in the Identification Division is returned to the contributor with the outgoing answer. It is not retained in the Bureau's files.

In December, 1953, a recommendation was approved that such incoming correspondence be time-stamped on the back of the correspondence rather than on the incoming envelope which frequently became detached.

At this time it is proposed that pencil notations placed on correspondence processed through this division not be erased prior to its return to its original source. These pencil notations are placed thereon by Card Index searchers and employees of other sections such as Posting, Assembly, Tech and Fingerprint Correspondence. Usually, they consist of the initials of the employee making a search or taking some other action in connection with the correspondence. The data action taken also is recorded and perhaps a few notations which would have no meaning to anyone outside the division. These notations are in no way confidential.

At present, stenographers are required to erase all notations placed on the face of correspondence being returned. This appears to be a time-consuming and unnecessary operation. In addition, many notations cannot be completely removed by erasing and a rather messy piece of correspondence is returned.

RECOMMENDATION: That authority be granted to eliminate erasing notations placed on correspondence being returned to its original source.

CAH:gpc

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

ADDENDUM May 1, 1956:

Discussed at the Executives Conference, April 30, 1956. It was felt that the present system should be continued so no change will be made. QT:VH

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/13/92 BY SP5 w/deg

RECORDED - 19

166-2554

MAY 4 1956

INDEXED - 19

EX - 134

71 MAY 17 1956

ORIGINAL COPY FILED IN 62-1631-10412

The Director

May 2, 1956

The Executives Conference

F.B.I.N.A.  
FBI National Academy Retraining Session  
in Washington

223, 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/13/82 BY SP-3 u/dk

Present at the Executives Conference May 2, 1956, were Messrs. Tolson, Mohr, Trotter, Parsons, Nease, Belmont, Boardman, Rosen, Nichols, Holloman and Mason.

The Conference considered whether there should be a National retraining session for FBI National Academy graduates to be held in Washington during the Autumn of 1957.

Facts presented to the Conference were: National Academy organized in 1935; retraining sessions held each year through 1941 but since 1941 retraining sessions were held only in 1947 and 1949. Constitution of National Academy Associates provides for holding of annual retraining session in Washington and election of officers at that retraining session. Board of Officers of National Academy met in Washington last fall and decided not to recommend an arrangement whereby National officers could be elected by mail because the Board of Officers and the National Academy men they represent still hold hope of having a retraining session in Washington. Contact with various National Academy graduates, particularly at state retraining sessions, shows that there is strong sentiment for another retraining session in Washington. Sentiment among graduates for retraining session seems to be based primarily upon: the desire to attend classes and secure worthwhile and helpful information of a law enforcement nature; to meet their old friends and thus strengthen individual contacts which will be helpful to them in law enforcement work; to renew their ties with the FBI; to participate in what will be an enjoyable occasion of pleasant nature.

In 1951 and 1955, the FBI announced that the conferences previously scheduled for those years were canceled. The Executives Conference

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Nease \_\_\_\_\_
- Mason \_\_\_\_\_
- Nichols \_\_\_\_\_
- Mohr \_\_\_\_\_
- Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Edy \_\_\_\_\_
- EDM:mas

RECORDED - 67 66-2554-12452  
INDEXED - 67  
13 MAY 8 1956  
EX -

MAY 10 1956

Memorandum for the Director  
Re: FBI NA Retraining Session in Washington

May 2, 1956

of 10-20-55 recommended reconsideration of a possible 1957 retraining session and suggested this reconsideration be given in May 1956 in order to allow plenty of time for police to make up their budgets.

EXECUTIVE CONFERENCE RECOMMENDATIONS:

The minority of the Conference, Messrs. Tolson, Parsons and Holloman, were opposed to scheduling a retraining session for National Academy graduates during 1957 because of the problems and extra work which such a retraining session would normally breed.

The majority, Messrs. Mohr, Trotter, Nease, Belmont, Boardman, Rosen, Nichols and Mason, believes that the FBI National Academy Associates organization cannot long continue on a National scale without a retraining session; a retraining session is necessary in order to effect Constitutional changes; a primary purpose of the National Academy program has been to bind graduates closer to the FBI and the failure to hold a National retraining session is at cross purposes with the basic reason for having an FBI National Academy; the National organization of National Academy Associates has approximately \$13,000 in its treasury and the Board of Governors in its 1955 expression of desire for a National retraining session stated unequivocally that if such a session is held, graduates themselves will bear all expenses without any need for financial participation by the FBI or its representatives. It is estimated that from 700 to 1000 officers would attend and many would bring their wives. No difficulties involving any type of misconduct or embarrassment occurred during the last two National retraining sessions and there is no reason to believe that any such situation is likely to arise during a 1957 retraining session, which will consist primarily of the men being in class all day for the entire week while tours to Quantico and points of interest are arranged for their wives; however, there would need to be a reception, banquet, and movie for night entertainment. The majority also believes that it would be exceedingly unfortunate for the FBI to plan another retraining session and then cancel it for any reason short of war. The majority feels that it is definitely in the best interests of the FBI to have a National retraining session during 1957 and recommends that such session be held during late October along with the last week of the 60th Session of the FBI National Academy which would be convened the first part of August rather than the last part.

Respectfully,  
For the Conference

Clyde Tolson

*Certainly one can't  
decide in April or May  
1956 what one will be  
faced with in Oct. 1957 &  
therefore I can't approve a re-  
union so far in advance.*

# Office Memorandum • UNITED STATES GOVERNMENT

322,005  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE: 5/4/56  
APR 3 12 42 (B) SP-5

TO : THE DIRECTOR

FROM : THE EXECUTIVES CONFERENCE

SUBJECT: METROPOLITAN POLICE BOYS CLUB  
CAMPAIGN FOR 1956  
FBI Employees Consolidated Charity Fund

- Tolson
- Nichols
- Boardman
- Belmont
- Parsons
- Rosen
- Tamm
- Nease
- Winterrowd
- Tele. Room
- Holloman
- Gandy

*J. H. Edwards*

The Executives Conference of May 3, 1956, consisting of Messrs. Tolson, Holloman, Mason, Rosen, Boardman, Belmont, Nease, Parsons, Trotter, Nichols and Mohr, considered the request of the Metropolitan Police Boys Club for a contribution this year from the FBI Employees Consolidated Charity Fund.

The Conference was advised that the announcement of the current Metropolitan Police Boys Club campaign was made by letter dated March 13, 1956 to the Director signed by Wash B. Williams, Campaign Chairman. This letter was not acknowledged because it was in the nature of a form letter. In view of the controversy which developed over the segregation policy of the Metropolitan Police Boys Club, the Director approved a recommendation from the Administrative Division that we not make a contribution to the Metropolitan Police Boys Club this year from the FBI Employees Consolidated Charity Fund. This decision was made based on a memorandum dated March 15, 1956, which memorandum traced the history of the Metropolitan Police Boys Club and specifically mentioned the segregation issue which was being aired in the press, particularly the Washington Daily News.

The National Association for the Advancement of Colored People is waging an extensive effort to have the Metropolitan Police Boys Club integrated and as part of their program a suit was instituted in the United States District Court to force the admission of a 16-year-old Negro boy to a white club. The suit asked that the District of Columbia Commissioners be enjoined from authorizing, allowing or contributing any of the facilities, personnel, property or services of the District of Columbia in the use, maintenance and operation of the Metropolitan Police Boys Club so long as they maintained their segregation policy.

The suit against the Metropolitan Police Boys Club as a Corporation and the three Commissioners of the District of Columbia was filed by Welker C. Mitchell, who was described as an infant, and the son of Margaret U. Mitchell, mother and next of friend, individually and on behalf of others similarly situated. The case

ORIGINAL FILED IN 94-1-2063-286

Let denominating check for \$1500.00 sent 5/15/56

INDEXED - 51

166-2554-12453

NOT RECORDED  
102 MAY 15 1956

APM:DW  
5/15/56  
cc - Mr. Mason  
Mr. Nease

EX - 134

MAY 14 1956

50 MAY 16 1956

REAPPROVAL

TWO

3-Sub

is listed as Docket Number CA-4035-55. It was filed September 12, 1955. From the date the complaint was filed, there have been a number of actions, motions and appearances and the case was finally calendared on November 23, 1955. A discreet check with the assignment clerk at the District Court developed the information that the case was at issue and was ready to go to trial and would be taken according to seniority on the docket. According to the assignment clerk, the case is a non-jury one and will probably not be heard for approximately 17 months from the date it was calendared or approximately April 1957. The Agent who made the discreet check at the District Court advised that he has heard some discussion that there is a possibility by the time the case comes to trial the boy involved may be too old and the case may be thrown out for that reason. Under the Metropolitan Police Boys Club requirements, a boy cannot become a member after he is 18 years of age.

On May 1, 1956, the Administrative Division of the Bureau received a telephone call from Captain Binswanger, Director of the Metropolitan Police Boys Club, who stated he was calling to inquire about the Bureau's contribution to the current campaign. Captain Binswanger stated that he knew the Bureau had received the letter announcing the campaign and request for funds because he had one of his officers personally deliver the letter to the Bureau. He also stated that he knew the Director was very much interested in the Metropolitan Police Boys Club and he added, "the Director is their Number One man." Captain Binswanger was advised that a check would be made and he would be advised accordingly.

The Conference was informed that the Metropolitan Police Boys Club was founded in 1934 by former Chief of Police Ernest W. Brown. On the first day, 200 boys signed up as members and they now have 22,000 members, 8,000 of whom are white and 14,000 are colored. The Metropolitan Police Boys Club operates nine clubs located in areas in Washington where the maximum number of underprivileged children get benefit from the club's activities. The primary objective of the club is to develop the principles of good citizenship in each and every club member and to establish a "big brother" feeling between the boys and the police officer.

In addition to operating the club houses, they have such other major activities as a uniformed boys' band consisting of more than 100 youngsters, plus a drum and bugle corps composed of approximately 50 members. The club also has two large summer camps in Scotland, Maryland, where thousands of needy youngsters enjoy free two-week vacations each summer.

The Metropolitan Police Boys Club is supported entirely by voluntary contributions from people in Washington. It is not a member of the Community Chest

program as is the Boys Club of America. In other words, the Boys Club of America derives its funds from the Community Chest campaign. In past years, numerous distinguished civic leaders and businessmen have wholeheartedly supported the Metropolitan Police Boys Club. During the 1954 campaign, Vice President Nixon kicked off the membership drive by accepting an honorary gold membership card. The Attorney General has been listed as an honorary member and the three District of Columbia Commissioners are members of the Board of the Metropolitan Police Boys Club.

The Conference was divided in its views in that Messrs. Tolson and Boardman were opposed to making a contribution as long as the status of the Metropolitan Police Boys Club segregation policy is pending in the courts. The minority felt that our contribution should be withheld until the court issue is decided because to do otherwise might bring the FBI into needless controversy. The minority recommends that we call Captain Binswanger and advise him that we will be unable to make a donation as long as the court action is pending.

The remainder of the Conference, consisting of Messrs. Holloman, Mason, Rosen, Belmont, Nease, Parsons, Trotter, Nichols and Mohr, was in favor of making the contribution out of the Consolidated Charity Fund of \$1,500 which has been budgeted for this purpose and recommended that the donation be made as has been done in the past two years by a letter to Chief Murray, indicating that the donation should be apportioned as part of the solicitation program of Precincts 1 and 4, which cover the Department of Justice Building and the Identification Division Building.

The majority of the Conference felt that irrespective of any position we take in the matter there is a possibility of some criticism and they feel to withhold the funds places the Bureau squarely in the position of taking sides in the controversy as to whether the Metropolitan Police Boys Club should be integrated or segregated. They felt to withhold the \$1,500 would mean withholding funds from a very worthwhile charity which has a purpose which is exemplary and to fail to make the contribution would mean that countless boys, both white and colored, would be deprived of privileges they might otherwise enjoy. They pointed to the fact that even though the club's policy is one of segregation, the membership is predominantly colored. Approximately 97% of the support for the Metropolitan Police Boys Club comes from the white people in Washington.

The majority of the Conference felt that the best interests of the Bureau would be served in making the contribution from the fund because we would be

following a practice which has been previously established, we would not be deviating and thereby taking a stand on the segregation issue and it would be very difficult to criticize the Bureau for making the contribution when it is in effect the contribution of the individual employees who would undoubtedly contribute to the Boys Club if it was not a part of the Consolidated Charity Fund Drive.

If you agree with the majority views of the Conference, the necessary letter and check will be prepared for transmittal to Chief Murray as the FBI Employees Consolidated Charity Fund contribution to the Metropolitan Police Boys Club Campaign for 1956.

Respectfully,  
For the Conference



Clyde Tolson

*I will approve majority  
but if there is any publicity  
then henceforth this outfit  
will not be on hand to re-  
ceive contributions.*





The Director

5/11/56

The Executives Conference

SAN JUAN OFFICE

323, 0B  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/13/92 BY SP-3C/dj

Present at the Executives Conference May 9, 1956,  
were Messrs. Tolson, Trotter, Parsons, J. E. Edwards, Belmont,  
Boardman, Winterrowd and Mason.

The Conference was advised that the San Juan Office  
desires an exception to SAC Letter 56-23(E) which states that security  
patrol clerks and radio operators are not to have training in firearms  
or access to weapons except the radio operators at Quantico, San Diego  
and I station in Anchorage inasmuch as these facilities are not within  
the confines of the office proper. This instruction was issued April 12,  
1956, because it was felt that a potential hazard existed by putting these  
weapons in the hands of nonagent personnel and that these employees  
might possibly sometime be injudicious in the use of the weapons.

SAC, San Juan, by letter 4/27/56 pointed out that there are  
2 armed male employees on duty in the San Juan Office at all times;  
the radio operators and security patrol clerks have been trained in the  
use of the .33 caliber revolver and have participated in firearms training  
in the San Juan Division. Both radio operators and security patrol clerks  
wear side arms during the night and midnight shifts. SAC feels this  
practice should continue.

A few years ago, information was received that the  
Nationalist Party of Puerto Rico might try to storm the FBI Office.  
Consequently, an Inspector was sent to San Juan and he made recommendations  
for improving security. Under the present arrangements, the street  
door to the building is locked at 6 p. m. A bank employee who operates  
the elevator is under instructions not to take any one to the 5th floor  
(where the FBI is located) outside of regular work hours without first calling  
the FBI on the telephone unless that person has proper FBI credentials.

If the elevator operator should be overpowered and an intruder should  
reach the 5th floor through force or through having secreted in the building  
prior to closing, there will be 2 male clerical employees in the field office.

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Nease  
Mr. Mason

EDM:ja

RECORDED 94

66-2554-10454

MAY 15 1956

INDEXED 94

Firearms Training for Security Patrol clerks and radio operators, San Juan



The Director

There are 4 doors to the office and all are specially constructed and bulletproof. The main door is equipped with an appropriate peephole and firing port. All doors are installed with safety chains.

A radio operator and a security patrol clerk work the night shift; on the midnight shift 2 security patrol clerks are in attendance.

EXECUTIVES CONFERENCE RECOMMENDATIONS

The minority of the Conference, Mason only, felt that no exception should be made for the San Juan Office; there is no guarantee that clerks in San Juan are possessed of any more mature and judicious judgment than security patrol clerks elsewhere and the potential for an accident with firearms is always present and even agents have been involved in firearms accidents. Certainly, clerks should not endeavor to use firearms against any intruder and since they are working in a veritable fortress ~~and~~ efforts in the event of intrusion should be expended in notifying the SAC and police.

The majority of the Conference, Messrs. Tolson, Trotter, Parsons, J. E. Edwards, Belmont, Boardman, Winterrowd and Mohr, who was not present, felt that peculiar conditions exist in San Juan because of the radical nature of the Nationalist Party of Puerto Rico and that the recommendation of the SAC that the night and midnight shift clerks be given firearms training and wear side arms in the office should be approved.

*yes*  
#  
Based upon the Director's instructions, appropriate action will be taken.

Respectfully,  
For the Conference

*TK* ✓  
Clyde Tolson

THE DIRECTOR

5/21/56

THE EXECUTIVES CONFERENCE

323613  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/13/92 BY SP5-cv/dfg

BUREAU AUTOMOBILE ACCIDENTS

Car #C-383; Damage \$377.00

Date 2/16/56

SA [redacted] WFO *Washington, DC*

The Executives Conference of May 16, 1956, consisting of Messrs. Tolson, Holloman, Nichols, Mason, Winterrowd, Boardman, Belmont, Nease, Parsons, Tamm and Mohr, considered whether Special Agent [redacted] of the Washington Field Office should be held responsible for the damages to a Bureau car he was driving on February 16, 1956 and which was involved in an intersection accident at 26th and M Streets, N. W. The car of the other individual involved in the accident is owned and operated by Brooks Honeycutt.

b6  
b7c

The Conference was advised that the Bureau had already adjudicated the automobile accident in question and held Special Agent [redacted] responsible for the \$377.00 damage to the Bureau car.

[redacted] came in to see the Director on May 7, 1956, asking if it would be possible to review his case as he felt he had not to any degree been negligent. The Director told Mr. [redacted] that he would have his case reviewed again and specifically asked [redacted] what action his insurance company had taken with respect to the claim made against [redacted] by Honeycutt, the driver of the other car. At the time of [redacted] interview, he informed the Director that his insurance company was still considering the matter and the Director told him that until his insurance company resolved the question as to liability, the Bureau would hold his case in abeyance, namely that we would find neither for nor against him until his company had made a decision.

b6  
b7c

The accident occurred at approximately 9:25 a. m. when Special Agent [redacted] was proceeding north on 26th Street accompanied by Special Agent [redacted]. At the intersection of 26th and M Streets, N. W., the Bureau vehicle was halted for a stop sign. When the Bureau vehicle was approximately one-third of the way across M Street, it was struck by Honeycutt's car, which was proceeding East on M Street. Wilbur E. Garrett was a passenger in Honeycutt's car. No one was injured. Damage to the Honeycutt vehicle was confined to the right front and right rear fenders. Damage to the Bureau vehicle was extensive but was confined to the left front, including the fender, grill and hood.

JPM:DW

(5)

CC - Mr. Mason  
Mr. Nease

MAY 23 1956

RECORDED - 51

INDEXED - 51

66-1554-12458

MAY 23 1956

EX-108

According to Agent [redacted] there was an unobstructed view west on M Street on which he observed a car proceeding east several hundred yards west of the intersection. Considering it safe to cross, he proceeded out into the intersection at five to ten miles per hour when he was struck on the left front fender. [redacted] stated that when he saw he was going to be struck, he tried to swerve to the right. b6 b7C

Honeycutt, the driver of the other vehicle, stated he was driving to work and as he approached the intersection of 26th and M Streets, his passenger told him to look out for the other car but prior to the collision he, Honeycutt, did not see the Bureau car. He blamed his failure to see the Bureau car on the fact that a large delivery truck was parked on the west side of 26th Street very close to the corner, thus blocking his view of the Bureau car. Honeycutt's passenger verified this statement.

The accident was investigated by an officer of the Metropolitan Police Department Investigation Unit and the point of impact was established nineteen feet from the southeast corner of the curb. The skid marks made by Honeycutt's car indicated the brakes had not been applied prior to the collision. The investigating officer gave Special Agent [redacted] the choice of appearing before the Corporation Counsel or being issued a traffic violation notice for failure to yield the right of way (it should be noted that the D. C. Code indicates when a vehicle proceeds into an intersection after stopping for a stop sign, it does so at its own risk). Special Agent [redacted] chose to accept the traffic violation notice because he thought a hearing before the Corporation Counsel might prove embarrassing to the Bureau. Subsequently a hearing before the Corporation Counsel was arranged and was held. b6 b7C

The Accident Investigation Unit's report reflects the Bureau car at the time of the accident was traveling five to ten miles per hour and Honeycutt's car twenty to twenty-five miles per hour. The road condition was dry, straight and level, it was daylight and the weather was clear.

A Corporation Counsel hearing was held on February 27, 1956. On that date, Assistant Corporation Counsel Clark King heard the testimony of the investigating officer, Douglas Scott; Brooks Honeycutt; his passenger, Wilbur E. Garrett and Special [redacted]. After all testimony was heard, Mr. King stated that from the facts as made known to him, he could not find sufficient cause to charge either driver with negligence. Mr. King caused the traffic violation notice issued to Special Agent [redacted] to be marked "no paper." b6 b7C

Brooks Honeycutt reported the accident to his insurer and Special Agent [redacted] reported the accident to his insurer, the Government Employees Insurance Company. On April 4, 1956, the Aetna Casualty and Surety Company advised that their investigation of the accident failed to reflect there was any liability on the part of Brooks Honeycutt, their insurer, and therefore they denied the claim for damages to the Bureau car. They stated it was their belief that Special Agent [redacted] was at fault. b6 b7c

Further investigation reflected that Honeycutt was due at work at 9:30 a. m. at the National Geographic Society and the accident occurred ten blocks west of his place of employment. It was felt by the investigating Agents that this fact may indicate that Honeycutt was traveling at a higher rate of speed than he reported to the investigating officers.

On April 17, 1956, Lieutenant A. B. Nicholson, Jr., Traffic Division, Metropolitan Police Department, was contacted by the Agent of the Washington Field Office who handles the investigation of automobile accidents, and Lieutenant Nicholson after studying the confidential report on the accident which had been submitted by Officer Douglas Scott, advised that as an unofficial, personal opinion, he felt Brooks Honeycutt was negligent in that he failed to pay attention to his driving. He based this opinion on the fact that Honeycutt had readily admitted that he did not see the Bureau car prior to the accident and measurements indicated that he had traveled a distance of a minimum of 38 feet prior to the point of impact where there was absolutely nothing to obstruct his vision. According to Nicholson, had Honeycutt been traveling at a speed of 20 to 25 miles per hour as he claimed, this distance would have been more than sufficient in which to bring his car to a halt or at least to have swerved the car in time to avoid the collision.

By letter dated May 10, 1956, the Washington Field Office submitted a copy of a letter from Agent [redacted] insurer, the Government Employees Insurance Company, to Honeycutt in which they stated, "In determining responsibility for an accident we must be guided by all the information available to us, including the reports of our insured, the claimant and any witnesses acquainted with the facts. From the information which we have relative to this accident we do not believe that our insured is legally (underscoring added) liable for your damage." According to Special Agent [redacted] his insurance company turned down the claim of Honeycutt on the grounds that they felt he was contributorily negligent. b6 b7c

The Conference was informed that in order to insure the proper adjudication of all automobile accidents, the Administrative Division has been following a standard that whenever the Agent is guilty of carelessness or negligence causing or



contributing to the cause of an accident, the Agent is held liable for the damages to the Bureau car. Therefore, in cases involving contributory negligence, such as intersection accidents, the policy has been to hold the Agent responsible for the damages to the Bureau car.

There are principally two types of accidents occurring in Bureau vehicles, the first being rear-end collisions where our Agents run into the rear end of a halted or stopping car, and intersection collisions. Since the middle of 1954, the Administrative Division has taken a very firm stand on damages to Bureau cars and the statistics with respect to automobile accidents will reflect our position in this regard. During 1953 there were 537 accidents, in 1954 there were 381 accidents and in 1955, 411 accidents. It is pointed out that the Washington Field Office has been the fourth highest office in number of automobile accidents during the calendar year 1955. Since January 1, 1955, the Washington Field Office has had 39 accidents, 16 of which have occurred since January 1, 1956. In nine of the accidents the Agents were held responsible and were required to pay for the damage to the Bureau car and several of these were intersection collisions similar to the type being considered now where an Agent had pulled into a main thoroughfare from a stop sign. M Street is a main east-west arterial highway in the District.

It was pointed out to the Conference that the decision in Special Agent [redacted] case to have him pay for the damage to the Bureau car followed our consistent policy in such cases since there appears to be no question that he was at least contributorily negligent insofar as the accident is concerned. In cases where the Bureau driver has been guilty of contributory negligence, we have made him pay for the damage to the Bureau car and to follow a different decision in [redacted] case would mean as a matter of fairness that we should evaluate the cases again that we have decided recently or we should follow a different policy in the future. FBI Agents should be the best drivers in the world and the best drivers in the world are not guilty of contributory negligence.

The Conference was divided in its views and Messrs. Tamm, Nease, Belmont and Mason were of the opinion that Agent [redacted] was an unavoidable victim of this accident and should not be required to pay for the damage to the Bureau car.

*I agree. ld.*

Messrs. Tolson and Nichols feel that Special Agent [redacted] should not be excused entirely from fault in connection with the accident since they feel he was guilty of contributory negligence at least and for that reason they feel he should be required to pay for one-half the damage to the Bureau car.

The majority of the Conference, consisting of Messrs. Parsons, Boardman, Winterrowd, Holloman and Mohr, recommends that Special Agent [redacted] be held responsible for the entire damage to the Bureau car in the amount of \$377.09 since at the very least he was guilty of contributory negligence in coming on to a main arterial highway from a stop street, which in the District of Columbia he does at his own risk, without insuring that he could make such egress on to the arterial highway without causing damage to himself or others.

Agent [redacted] contended that when he entered the intersection at M Street, he saw Honeycutt's car several hundred yards away from him and it was not until he embarked into M Street that he realized Honeycutt was coming at him faster than he had anticipated. The Laboratory has furnished information that if the third party was 200 yards away at the time [redacted] decided to cross M Street, the third party if he were traveling 70 miles per hour would have reached the point of impact in 5.8 seconds. In 5 1/2 seconds [redacted] from a dead stop would have traveled 30 feet, which should have brought him at the middle of M Street or beyond. If the third party was traveling at 35 miles per hour, it would have taken him 11.6 seconds to reach the point of impact and [redacted] would have had time to travel at least 60 feet, which should have carried him practically across M Street. With respect to Honeycutt's contention that he did not see [redacted] because of a truck parked on the west side of 26th Street near the intersection, it is possible there was a truck there since there is a warehouse on the east side of 26th Street right at the intersection. Honeycutt's passenger claims he saw [redacted] car and shouted to Honeycutt but apparently before Honeycutt could apply the brakes, he struck the Bureau car. The Laboratory has advised that in the average reaction time to apply the brakes in a car traveling 30 miles per hour, the car will travel 17.6 feet.

Honeycutt's insurer denied the Bureau's claim for the cost of repairing the Bureau car on the grounds that Honeycutt was not guilty of negligence but that the accident was caused by Agent [redacted]. Agent [redacted] insurer refused to pay Honeycutt's claim on the grounds that Honeycutt was guilty of contributory negligence. The only way the final issue will be resolved legally will be in a civil court of law.

Should you agree with the majority views of the Conference, Special Agent [redacted] will be advised that after a review of his case it has been determined that he should be held liable for the damage to the Bureau car in the amount of \$377.09.

Respectfully,  
For the Conference

Clyde Tolson

*I think our present rule is rather arbitrary. We must evaluate the facts in each case. Were the Police Lieut states the other 5 - driver was negligent. H*

gm

5/14/56

Mr. Tolson

The Executives Conference

INDICES SEARCHES IN APPLICANT AND SECURITY OF GOVERNMENT EMPLOYEES CASES

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP-5 a/dg

SUGGESTION:

Present policy be changed to require indices search on names of all relatives furnished on governmental questionnaire form and all relatives that become known during investigation, who reside or have resided in field office territory. Director approved recommendation to study cost resulting from additional searches by SOG and field.

PRESENT POLICY:

- (A) At SOG - Indices search made only on names of applicants.
- (B) In Field - Indices search made of applicant and applicant's close relatives where there is any indication that relatives reside or ever resided in division territory. In SGE cases indices search made of relatives and references if they have ever resided in field division.

OBSERVATIONS:

Records Section commented that the problem of searching indices on applicants' relatives has been subject of several inquiries in past; in November, 1951, a recommendation was approved by the Director that no change should be made in present policy in view of substantial increase in cost required by making additional name searches. Records Section made survey based on proposed change being considered and determined that questionnaires averaged 6.7 relatives listed and 4.5 references per form. Based on calendar year 1955, 339,540 SGE and Atomic Energy Commission forms were processed by an average daily number of 23 employees. For the Records Section to have listed references on relatives would have required 266.8 name searches. Approximately same number of forms will be

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Mason

Mr. Nease

RECORDED - 79  
INDEXED - 79

66-2554-12456

11 MAY 23 1956

EX-109

55 MAY 24 1956

WWW:hcc (5)

5/14/56

processed during 1956 calendar year. Records Section further states File Review and Research Unit would have to be increased proportionately to that of Name Check Unit and quality of review would suffer due to lack of identifying data on relatives listed on forms.

Records Section has no statistical data re name checks in field offices but considers field would have similar problems if new policy adopted. Records Section suggests that no change be made at SOG with respect to not searching relatives of applicants in view of tremendous increase in number of employees and cost.

Field survey made by WFO, Seattle, and Knoxville offices indicated that if proposed policy change is adopted, additional cost of approximately \$50,000 would be added in handling applicant and SGE cases throughout the field.

Investigative Division considered comments of Records Section and result of field survey and concluded that, while it would be desirable to have all names searched at SOG or in field and as it must be realized there will be an occasional incident resulting from not searching relatives, the additional cost of \$50,000 is too great to place proposed change in effect. Investigative Division considers \$50,000 as a low estimate of additional cost if policy is changed.

EXECUTIVES CONFERENCE CONSIDERATION: 5/14/56 BCB:ceh

Present at the Executives Conference of 5/14/56, were Messrs. Tolson, Boardman, Nichols, Belmont, Mohr, Parsons, J. E. Edwards, Trotter, Winterrowd, Holloman and Brown. The Conference was unanimously in favor of continuing present Bureau policy concerning searching of names of relatives in Applicant and Security of Government Employees cases both at Seat of Government and field.

In view of this, no further action is deemed necessary.



MR. TOLSON

May 18, 1956

THE EXECUTIVES CONFERENCE

FBI EMPLOYEES CONSOLIDATED CHARITY FUND  
DISPOSITION OF SURPLUS FUNDS

323,073  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP5C/deg

The Executives Conference of May 14, 1956, consisting of Messrs. Tolson, Nichols, Holloman, B. C. Brown, Belmont, J. E. Edwards, Parsons, Trotter and Mohr, considered recommendations of the Working Committee of the FBI Employees Consolidated Charity Fund with respect to the question of disposition of the cash surplus of \$11, 129.30 which remains from the 1955-56 campaign. The Working Committee recommended the retention of \$2, 500 of this sum as a reserve fund to take care of possible unforeseen contingencies which might arise between now and the next campaign which will begin September 1, 1956. The Working Committee recommends the disposition of the balance of \$8, 629.30 by first adjusting the Heart Fund, Muscular Dystrophy Fund, Multiple Sclerosis Fund, and Arthritis and Rheumatism Fund upwards so that these charities will be more equitably rated in light of their current increased prominence, and after this adjustment, the Working Committee recommends the disposition of the \$8, 629.30 to the ranking seven national charities which have as their purpose primary concern for the elimination of disease and relief of human suffering. The seven national charities which the Working Committee has in mind are the Cancer Fund, Heart Fund, Crippled Children Fund, Muscular Dystrophy, Multiple Sclerosis, National Association for Retarded Children, and Arthritis and Rheumatism. There is attached a chart which shows these seven charities, the amount we disbursed to them under our 1955-56 campaign, the adjustment recommended by the Working Committee, the percentage distribution and the share each would receive under this percentage distribution of the \$8, 629.30 surplus. Under the Working Committee's recommendation, the Community Chest, American Red Cross, Metropolitan Police Boys Club, American-Korean Foundation, Junior Police and Citizens Corps, Good Will Industries and the Memorial Day Fund would not participate in this distribution nor would the Home for the Foundlings because the latter was just included in our campaign subsequent to the campaign.

Enclosure

CC: Mr. Mason  
Mr. Nease

Mason 956

(5)

RECORDED - 19

INDEXED - 19

66-2554-12457

11 MAY 24 1956

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

It was pointed out to the Conference that the surplus we have this year resulted from oversubscription from our employees, a carry-over of a net surplus from last year of \$7,200 and the fact that the March of Dimes this year refused to accept the \$1,500 which we had budgeted for them.

It was also pointed out to the Conference that the United Givers Fund for the D. C. Metropolitan Area appears to be definitely taking shape and may be in operation for the next campaign year. It is felt that if the United Givers Fund gets underway that they will set a larger quota for the Bureau for all of the combined charities than we have paid out in previous years and we may have to meet a possible larger budget.

It was also explained to the Conference that when the Consolidated Charity Fund drive was inaugurated it was recommended and approved that we have a suggested giving yardstick by employees for each pay grade. It has been set at \$1.50 per grade. This would work out so that an employee in Grade GS-4 would be expected to contribute four times \$1.50 or \$6.00. It has worked out very well. Employees have been told that if this yardstick yielded a surplus that any such surplus could be incorporated into the fund in subsequent years and that if the budget remains the same it could result in a reduced giving yardstick per employee. In other words, they would benefit by such a yardstick and by such a giving suggestion. It is a meritorious way of equalizing the giving among all employees. If a surplus is realized and the suggested giving yardstick is reduced, the employees benefit.

The Conference was also advised that the Working Committee suggestion of picking certain so-called national charities for distribution of the surplus could result in charges of discrimination from other charities such as the Community Chest which serves 110 agencies in the metropolitan area. In spite of the fact that we meet the Community Chest budget at exactly 100%, there would be nothing to prevent us from oversubscribing the amount set for the Bureau for the Community Chest even at this late date.

The Conference was unanimous in recommending that we do not make any effort to distribute the surplus as suggested by the Working Committee. The Working Committee is composed of representative employees from each division at the Seat of Government and

the Washington Field Office. The Conference felt that to disburse the surplus now would mean that we would have to necessarily set new goals for our next campaign or we would be accused of giving less in the next campaign than this which would not redound to our credit and the charities themselves would expect us to give more. The Conference felt that since we are virtually at the end of this charity year that it would be much wiser to retain the surplus in the treasury and include it as part of our budget for our next campaign which starts September 1, 1956. By doing this, it would be possible to reduce the suggested yardstick of giving by the employees and they in turn would benefit from the surplus. The budget, of course, would be made up to include a contingency reserve of approximately \$3,000. If it were found that after we had conducted our 1956-57 campaign that we had any substantial surplus we could then reconsider our budget and distribute any surplus to the various charities based on the surplus that would be accumulated at that time, leaving a contingency reserve of \$2,500 to \$3,000.

RECOMMENDATION:

It is the unanimous recommendation of the Executives Conference that no disposition be made of the \$11,129.30 surplus in the FBI Employees Consolidated Charity Fund, but that this amount be deducted from the total budget for the next campaign year allowing a contingency surplus in the budget of \$3,000 and that the suggested giving yardstick of employees of \$1.50 be reduced to give them the benefit of this surplus. If, at the end of the campaign, a substantial surplus still results then consideration will be given to realigning our budget with a view to disposition of any surplus exceeding \$2,500 to \$3,000; the latter amount to be kept as a contingency reserve.

OK  
H

MR. TOLSON

May 10, 1956

THE EXECUTIVES CONFERENCE

228574

ADMINISTRATIVE FIREARMS FOR  
LABORATORY FIREARMS EXPERTS

On 5/9/56 the Conference consisting of Messrs. Tolson, Mason, Rosen, Boardman, Belmont, Edwards, Trotter and Parsons, considered the policy of affording Laboratory firearms experts the one-week course at Quantico in administrative firearms.

In 1945, the Conference recommended and the Director approved that Special Agents assigned to firearm identification work in the Laboratory be afforded the one-week course in administrative firearms at Quantico, which is designed primarily to qualify field men to give shooting instruction to the field. There are six Agents assigned to the Firearms Unit of the Laboratory and two of the newer men have not had such training, and SA Poppleton is presently in In-Service. The Laboratory recommended that the Agent be afforded the one-week course at the conclusion of In-Service.

Mr. Mohr raised a question as to whether this training was not a waste of time on the basis that ability to shoot a gun had no direct bearing on ability as a firearms identification expert. The Laboratory agrees with Mr. Mohr that in a purely technical consideration, ability to shoot or instruct in shooting is necessary adjunct to firearms identification work or a criterion of ability as a firearms identification specialist. However, the Laboratory feels that the expert dealing with nomenclature and characteristics of firearms and instruction in methods of handling firearms is beneficial; and more important is the expert when testifying, cross-examination is frequently based on the defendant's knowledge of firearms gained from his personal experience in shooting, in an aid to the Laboratory experts in their testimony and court qualifications had this training.

The members of the Conference present unanimously recommended the institution of this policy, that the one-week course in administrative firearms afforded the Laboratory firearms identification experts.

- Tamm
- Belmont
- Mohr
- Parsons
- Rosen
- Tamm
- Nease
- Glavin
- Ladd
- Nichols
- Tracy
- Harbo
- Mason
- Parsons
- Rosen
- Tamm
- Nease
- Glavin
- Ladd
- Nichols
- Tracy

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED.  
DATE 3/12/82 BY SP-5 CJK/afk

RECORDED - 19

INDEXED - 19

66-2554-12458

MAY 24 1956

EX - 120

55 MAY 24 1956

17 300

7

MR. TOLSON

5/2/56

THE EXECUTIVES CONFERENCE

INSTRUCTORS TRAVELING TO QUANTICO  
USE OF PERSONALLY OWNED CARS

323,013  
CONFIDENTIAL  
BUREAU IS UNCLASSIFIED  
DATE 3/2/92 BY SP5 CJD/gy

The Executives Conference of April 30, 1956, consisting of Messrs. Tolson, Holloman, McGuire, Mason, Rosen, Boardman, Belmont, Parsons, Tamm and Mohr, considered a suggestion of the Training and Inspection Division that instructors who proceed to Quantico to appear before classes there be permitted to drive their personally owned cars instead of Bureau cars and that these instructors be reimbursed on a mileage basis at the rate of 5¢ per mile. It was pointed out that it would be more economical if the instructors were permitted to drive their personally owned automobiles on such a mileage basis rather than to use Bureau automobiles.

A great deal of our In-Service training is now held at Quantico because it is cheaper to hold classes there than in Washington since the per diem rate at Quantico is considerably less than it would be in Washington, D. C. As a result, it is necessary that instructors go to Quantico to appear before the classes and the number going per week varies from four to eight men depending on the type of In-Service Class that is in session. One instructor goes down per week on the average to appear before the New Agents Class when it is at Quantico. The instructors do not all come from the Training and Inspection Division and there are instructors who go to Quantico from the Identification Division, Domestic Intelligence Division and the Investigative Division.

We have four cars assigned to the Administrative Division to be used by Bureau officials and instructors and this number is insufficient to take care of the needs of all of the instructors. One day during the past week we had six cars tied up by instructors for trips to Quantico. In such cases it is necessary to borrow additional cars from the Washington Field Office for this purpose. This is time consuming since the Administrative Division must go to the field office garage for these cars and return them to the contract garage after working hours.

It should be noted that the instructors do not all lecture at the same time and some may lecture all day, some for several days, some in the morning and some in the afternoon. However, where it is possible, instructors do proceed to Quantico in the same car. There are occasions where the instructor remains over at Quantico for several days and in those cases the car is at Quantico and is not

Tolson \_\_\_\_\_  
Nease \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mason \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Nease (2) \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

JPM:DW CC - Mr. Mason  
Mr. Nease  
MAY 25 1956

RECORDED-59  
INDEXED-59

66-2554-12459  
11 MAY 24 1956



available for full-time use, which appears to be a failure to obtain full use of automotive equipment.

If the instructors are permitted to drive their personally owned cars to Quantico, they would be paid 5¢ a mile if they leave from their homes to go directly to Quantico. In many instances this would occur and this would, of course, be a considerable convenience to the instructor in question since he would not have to come in to Washington to the Department of Justice Building to get a car and then proceed to Quantico and bring it back here to the building in the evening and then proceed home. It is estimated that the average mileage to Quantico on a round trip basis for instructors would be 70 miles per round trip. At the rate of 5¢ per mile, it would cost the Bureau \$3.50 per round trip. The cost to drive a Bureau car at the present average cost of operating such vehicles is 6.5¢ per mile, which would total \$4.55. If an instructor were able to arrange his travel so that he could go by train with a minimum loss of time, the cost would be \$1.75 for a round trip coach ticket, plus cab fares in Washington and Quantico, amounting to approximately \$2.00, making a total of \$3.75. It would appear, therefore, that the most economical solution to the problem would be to permit the instructors to drive their personally owned cars at the 5¢ per mile rate.

It was further pointed out to the Conference that liaison agents who drive their personally owned cars on their liaison assignments in and around Washington, D. C. now receive 10¢ per mile. However, the cost is considerably more to drive a car in traffic than on a through highway trip such as proceeding to Quantico. Furthermore, the liaison agents are subject to paying parking charges which would appear to make the reimbursed rate of 10¢ per mile for them in and around Washington, D. C. an equitable one. The average liaison agent who drives his personally owned car on official business is reimbursed on the average of \$16 per month. All other Agents in the Bureau's service who are permitted to drive their personally owned cars are reimbursed at the rate of 10¢ per mile.

The Conference was further advised if by following the suggestion of the Training and Inspection Division any cars are made available or are excess to our needs at the Seat of Government, they can be well utilized in some of the divisional offices where we have an insufficient number of Bureau cars and where personally owned cars are utilized at the reimbursed rate of 10¢ per mile.

Special Agent Supervisors who proceed to Quantico for firearms training in their personally owned cars are not reimbursed for the use of their cars because the Bureau provides transportation if they desire to use it.

RECOMMENDATION

The Conference unanimously recommended that instructors proceeding to Quantico for instructional purposes be permitted to drive their personally owned cars at a reimbursed rate of 5¢ per mile based on the actual number of miles driven to make the trip to and from Quantico. This recommendation applies only to instructors going to Quantico and not to Supervisors going there for firearms training.

THE DIRECTOR

May 18, 1956

THE EXECUTIVES CONFERENCE

RESIDENT AGENTS  
SIXTY-DAY REPORTING PERIOD  
TO HEADQUARTERS

303 013  
DATE 3/12/72 BY SP5CJ/dry

The Executives Conference of May 16, 1956, consisting of Messrs. Tolson, Holloman, Nichols, Mason, Winterrowd, Boardman, Belmont, Nease, Parsons, Tamm and Mohr, considered the present regulation which requires Resident Agents to report to their field office once each sixty days with permission to come more often if necessary. They must review files, dictate and generally confer with SAC and Supervisor and discuss cases with them. These instructions are set forth in the Agents' Handbook, Section Two, Page 22, Item F-4.

The Conference was advised that ASAC Hargett of the Boston Division, while in attendance at the recent Administrative School, suggested that the sixty-day rule with respect to Resident Agents be changed back to the previous thirty-day rule so that Resident Agents can be more closely followed and supervised. Mr. Hargett felt that the sixty-day period was too long and it was false economy when the value to the Bureau was considered in connection with more frequent reviews of work with Resident Agents. Mr. Hargett felt that there would be a reduction in communication costs to take care of a great deal of added travel costs. Other ASACs attending the Administrative School were of the opinion that the sixty-day rule should be abrogated and that we should revert to the thirty-day rule for the same reason cited by Mr. Hargett. All of these ASACs who had this opinion realized that the purpose of the sixty-day rule was to assist in conserving funds by cutting down on travel. They felt that the money saved resulted in false economy.

The Conference was advised that it was difficult to estimate the savings from the so-called sixty-day rule regarding Resident Agents. In any event, the Field was able during our economy period to cut down on travel costs. The Administrative Division has

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

CC: Mr. Mason  
Mr. Nease

JPM:eam

(5) 36 MAY 19 1956

RECORDED-59

INDEXED-59

66-2554-12460

12 MAY 24 1956



estimated that we will end the year with a very small amount of unobligated funds and that with the additional funds we have received from the Atomic Energy Commission and which we will probably receive from the Civil Service Commission for reimbursement work that we can relax the sixty-day rule for Resident Agents at this time.

Under existing regulations, the SAC, ASAC or Supervisor must review cases with employees assigned to headquarters city each thirty days and Inspectors are required to check into the quality of review of cases with investigative employees during field office inspections.

Mr. Mason was opposed to any change in the sixty-day rule. He feels that the rule as now stated in the Agents' Handbook is flexible enough to permit an SAC to have a Resident Agent come to the field office more often than sixty days if he feels it is necessary. In order to achieve the purpose of following Mr. Mason's suggestion, it would be necessary to tell the field that economy in travel is being relaxed and they should insist on more frequent conferences with Resident Agents than under the sixty-day rule as now interpreted by SACs.

The majority of the Conference, consisting of Messrs. Tolson, Holloman, Nichols, Winterrowd, Boardman, Belmont, Nease, Parsons, Tamm and Mohr, recommended that the sixty-day rule be abrogated at this time and that we revert to the thirty-day rule for Resident Agents coming into headquarters city for conferences. The majority of the Conference felt that the thirty-day period would provide for better supervision of Resident Agents, follow-ups regarding their work and permit more file reviews and discussion of cases with them. The majority of the Conference felt that this would materially improve the quality of the work and supervision now given to Resident Agents. Should you agree with the views of the majority of the conference, an appropriate SAC Letter will be prepared advising the Field that the sixty-day rule with respect to Resident Agents being called into headquarters city for conferences is being abrogated and that a thirty-day rule is being instituted instead.

- 8 -

In other words, the SACs will be required to call Resident Agents in for conference at least each thirty days, and the Resident Agent may come in more frequently with permission from the SAC when necessary.

Respectfully,  
For the Conference

Clyde Tolson

*J. Edgar Hoover*

MR. TOLSON

May 18, 1956

THE EXECUTIVES CONFERENCE

RESTRICTION ON GRANTING ANNUAL LEAVE

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP5 cu/pcj

The Executives Conference of May 16, 1956, consisting of Messrs. Tolson, Holloman, Nichols, Mason, Winterrowd, Boardman, Belmont, Nease, Parsons, Tamm and Mohr, considered the present policy restricting the granting of annual leave for certain employees. Under our present policy, employees having less than ten years of service may be granted four weeks of annual leave at any one time, whereas employees having more than ten years of service may take any amount of annual leave they desire, provided their services can be spared. SACs, ASACs and Bureau officials must have their leave approved at the Seat of Government before it is granted.

It was pointed out to the Conference that we placed the restriction on the amount of annual leave that might be taken in March of 1954 when a supervisor at the Seat of Government wanted to take six weeks of annual leave to take his family to the West Coast to visit his mother and his wife's father. It was also recalled that SAC Cornelius of Salt Lake City had requested a rather extensive period of annual leave exceeding four weeks for the purpose of visiting his father on the East Coast. The present restricted policy has been in effect since November, 1954, and all employees with more than ten years of service who request more than four weeks of annual leave must have their requests reported to the Seat of Government. We have kept a record of such requests for more than four weeks of annual leave at any one time by the same employee, and we have received twenty-six such requests since November of 1954.

We receive approximately thirty requests per year from employees with less than ten years of service, who are desirous of taking more than four weeks of annual leave. Two such requests now pending at the Bureau were cited to the Conference.

CC: Mr. Mason  
Mr. Nease

RECORDED - 5

INDEXED - 5

66-2557-124 (11)  
11 MAY 24 1956

5 (5) *Team* 5 1956

EX-100

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

One was the request from an Agent in the Philadelphia Office for twenty-two days of annual leave which is two days in excess of four calendar weeks for the purpose of visiting his home in Chico, California. A minimum of seven of the twenty-two days requested would be spent in travel and the Agent wanted the maximum amount of time to spend at his home in California because he was only able to make the trip about every three or four years because of the expense involved.

The second request involves an Agent assigned to the New York Office who is desirous of making a trip to Los Angeles, California, his home, which he has not visited since 1951. This Agent also wanted twenty-two days of annual leave to make this trip. The request exceeds the four-week rule by two days since he has less than ten years' service, and twenty-two days of annual leave would amount to more than four calendar weeks.

The Conference was advised that we had made very few exceptions to the four-week rule; one being for a clerical employee, who was granted twenty-two days of annual leave to be with her husband who was going overseas with the Navy. In another case we permitted SA Joseph C. Alston of Los Angeles to take one day over the permissible period on one occasion and two days over it on another occasion to represent the United States in international badminton competition. A Special Agent of the New York Office was given twenty-one days of annual leave and ten days of leave without pay to resolve a pressing marital problem.

The Conference was unanimous in recommending that we remove the restriction on the granting of annual leave to employees and that the SACs and the division heads approve all requests for annual leave provided the services of the particular employee can be spared. SACs and division heads will again be advised that all requests for extended vacation leave should be scheduled as early in the year as possible and every effort should be made to maintain the schedule. The SACs will also be advised that leave schedules should be so arranged as to present the minimum interference with the work of the Bureau.

SACs, ASACs and Assistant Directors will continue to have their leave approved by the Seat of Government. In the case of

Assistant Directors, their leave is scheduled early in the year and a leave schedule is prepared for the Director by the Administrative Division.

In the event you agree with the views of the Conference, the necessary SAC Letter will be prepared advising the field and the Seat of Government that the restriction on the granting of annual leave has been lifted.

OK  
H.

THE DIRECTOR

5/4/56

RECORDED - 72

THE EXECUTIVES CONFERENCE

GTR 1

METROPOLITAN POLICE BOYS CLUB  
CAMPAIGN FOR 1956

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP5C/dsp

FBI Employees Consolidated Charity Fund

The Executives Conference of May 3, 1956, consisting of Messrs. Tolson, Holloman, Mason, Rosen, Boardman, Belmont, Nease, Parsons, Trotter, Nichols and Mohr, considered the request of the Metropolitan Police Boys Club for a contribution this year from the FBI Employees Consolidated Charity Fund.

The Conference was advised that the announcement of the current Metropolitan Police Boys Club campaign was made by letter dated March 13, 1956 to the Director signed by Wash B. Williams, Campaign Chairman. This letter was not acknowledged because it was in the nature of a form letter. In view of the controversy which developed over the segregation policy of the Metropolitan Police Boys Club, the Director approved a recommendation from the Administrative Division that we not make a contribution to the Metropolitan Police Boys Club this year from the FBI Employees Consolidated Charity Fund. This decision was made based on a memorandum dated March 15, 1956, which memorandum traced the history of the Metropolitan Police Boys Club and specifically mentioned the segregation issue which was being aired in the press, particularly the Washington Daily News.

The National Association for the Advancement of Colored People is waging an extensive effort to have the Metropolitan Police Boys Club integrated and as part of their program a suit was instituted in the United States District Court to force the admission of a 16-year-old Negro boy to a white club. The suit asked that the District of Columbia Commissioners be enjoined from authorizing, allowing or contributing any of the facilities, personnel, property or services of the District of Columbia in the use, maintenance and operation of the Metropolitan Police Boys Club so long as they maintained their segregation policy.

The suit against the Metropolitan Police Boys Club as a Corporation and the three Commissioners of the District of Columbia was filed by Welker C. Mitchell, who was described as an infant, and the son of Margaret U. Mitchell, mother and next of kin of friend, individually and on behalf of others similarly situated. The case

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

67  
CC - Mr. Mason  
Nease

RECORDED - 72

INDEXED - 72

66-2554-12462

11 MAY 24 1956

6 JUN 1 1956  
94-1-2063-716



is listed as Docket Number CA-4035-55. It was filed September 12, 1955. From the date the complaint was filed, there have been a number of actions, motions and appearances and the case was finally calendared on November 23, 1955. A discreet check with the assignment clerk at the District Court developed the information that the case was at issue and was ready to go to trial and would be taken according to seniority on the docket. According to the assignment clerk, the case is a non-jury one and will probably not be heard for approximately 17 months from the date it was calendared or approximately April 1957. The Agent who made the discreet check at the District Court advised that he has heard some discussion that there is a possibility by the time the case comes to trial the boy involved may be too old and the case may be thrown out for that reason. Under the Metropolitan Police Boys Club requirements, a boy cannot become a member after he is 18 years of age.

On May 1, 1956, the Administrative Division of the Bureau received a telephone call from Captain Binswanger, Director of the Metropolitan Police Boys Club, who stated he was calling to inquire about the Bureau's contribution to the current campaign. Captain Binswanger stated that he knew the Bureau had received the letter announcing the campaign and request for funds because he had one of his officers personally deliver the letter to the Bureau. He also stated that he knew the Director was very much interested in the Metropolitan Police Boys Club and he added, "the Director is their Number One man." Captain Binswanger was advised that a check would be made and he would be advised accordingly.

The Conference was informed that the Metropolitan Police Boys Club was founded in 1934 by former Chief of Police Ernest W. Brown. On the first day, 200 boys signed up as members and they now have 22,000 members, 8,000 of whom are white and 14,000 are colored. The Metropolitan Police Boys Club operates nine clubs located in areas in Washington where the maximum number of underprivileged children get benefit from the club's activities. The primary objective of the club is to develop the principles of good citizenship in each and every club member and to establish a "big brother" feeling between the boys and the police officer.

In addition to operating the club houses, they have such other major activities as a uniformed boys' band consisting of more than 100 youngsters, plus a drum and bugle corps composed of approximately 50 members. The club also has two large summer camps in Scotland, Maryland, where thousands of needy youngsters enjoy free two-week vacations each summer.

The Metropolitan Police Boys Club is supported entirely by voluntary contributions from people in Washington. It is not a member of the Community Chest

program as is the Boys Club of America. In other words, the Boys Club of America derives its funds from the Community Chest campaign. In past years, numerous distinguished civic leaders and businessmen have wholeheartedly supported the Metropolitan Police Boys Club. During the 1954 campaign, Vice President Nixon kicked off the membership drive by accepting an honorary gold membership card. The Attorney General has been listed as an honorary member and the three District of Columbia Commissioners are members of the Board of the Metropolitan Police Boys Club.

The Conference was divided in its views in that Messrs. Tolson and Boardman were opposed to making a contribution as long as the status of the Metropolitan Police Boys Club segregation policy is pending in the courts. The minority felt that our contribution should be withheld until the court issue is decided because to do otherwise might bring the FBI into needless controversy. The minority recommends that we call Captain Binswanger and advise him that we will be unable to make a donation as long as the court action is pending.

The remainder of the Conference, consisting of Messrs. Holloman, Mason, Rosen, Belmont, Nease, Parsons, Trotter, Nichols and Mohr, was in favor of making the contribution out of the Consolidated Charity Fund of \$1,500 which has been budgeted for this purpose and recommended that the donation be made as has been done in the past two years by a letter to Chief Murray, indicating that the donation should be apportioned as part of the solicitation program of Precincts 1 and 4, which cover the Department of Justice Building and the Identification Division Building.

The majority of the Conference felt that irrespective of any position we take in the matter there is a possibility of some criticism and they feel to withhold the funds places the Bureau squarely in the position of taking sides in the controversy as to whether the Metropolitan Police Boys Club should be integrated or segregated. They felt to withhold the \$1,500 would mean withholding funds from a very worthwhile charity which has a purpose which is exemplary and to fail to make the contribution would mean that countless boys, both white and colored, would be deprived of privileges they might otherwise enjoy. They pointed to the fact that even though the club's policy is one of segregation, the membership is predominantly colored. Approximately 97% of the support for the Metropolitan Police Boys Club comes from the white people in Washington.

The majority of the Conference felt that the best interests of the Bureau would be served in making the contribution from the fund because we would be

following a practice which has been previously established, we would not be deviating and thereby taking a stand on the segregation issue and it would be very difficult to criticize the Bureau for making the contribution when it is in effect the contribution of the individual employees who would undoubtedly contribute to the Boys Club if it was not a part of the Consolidated Charity Fund Drive.

If you agree with the majority views of the Conference, the necessary letter and check will be prepared for transmittal to Chief Murray as the FBI Employees Consolidated Charity Fund contribution to the Metropolitan Police Boys Club Campaign for 1956.

Respectfully,  
For the Conference

Clyde Tolson

4  
Mr. Tolson

June 1, 1956

The Executive Conference

~~PROPOSED ADMINISTRATIVE  
IN-SERVICE TRAINING COURSE~~

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP-5 CUB/deg

Mason suggested that there be established an Administrative In-Service program patterned after the school recently held for ASAC's and designed to emphasize supervisory techniques and problems in the field and at the Seat of Government and emphasize administrative operations in the field and at SOG. His initial proposal was that the school be attended by SAC's, ASAC's, SOG and field supervisors and field relief supervisors.

Personnel Officer H. L. Edwards of Administrative Division felt the idea of this type of training is excellent but he did not believe it should be in lieu of other established types of In-Service training. As initially contemplated, Mason felt that Administrative training would be of more value to security supervisors than a regular course of Security In-Service inasmuch as these SOG security supervisors are generally abreast of security problems and operations. Personnel Officer Edwards disagreed and Mr. Belmont concurred with Edwards. Edwards expressed the view that Administrative training over and above regular In-Service training is something which the Bureau sorely needs; is a type of executive or management training aside from bulletins, SAC letters, manuals and occasional administrative schools such as one held a month ago for ASAC's. Edwards felt there is a real need for getting supervisory staff together in order to learn of their ideas and problems and give them a real refresher course on their responsibilities as part of the Bureau's supervisory staff; enthusiastic reaction to Administrative training by ASAC's who attended recent school proves the need for this type of training. Mr. Edwards proposed modification in that this training would be scheduled during years when SAC's and ASAC's would not be scheduled for regular In-Service training.

At present we have four types of In-Service training:

- 1) Basic, for men who have not previously had In-Service training;
- 2) Security, for men specializing in security work and who are taking their second or subsequent In-Service training sessions;

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mason EDM:emb  
Mohr \_\_\_\_\_  
Parsons (6)  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_ cc - Nease  
Nease \_\_\_\_\_ Mason  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED - 94

INDEXED - 94

66-2554-12463  
16 JUN 4 1956

51 JUN 5 1956



3) Criminal, same as number 2 but relating to criminal and applicant investigations;

4) Both Basic and Advanced Accounting in separate classes designed solely for accountants.

EXECUTIVE CONFERENCE CONSIDERATION:

In attendance at the Conference on May 28 were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Belmont, Boardman, Rosen, Nichols and Mason.

1) The Conference unanimously recommends that Administrative In-Service be established and that full-time field supervisors be instructed to attend it when they are next due for In-Service training. This would mean a varying number of sessions per year, possibly from two to four. Limit classes to maximum of 25.

2) Schedule for Administrative In-Service training those men who are on the list for advancement to the position of ASAC. Exclude SOG supervisors if they are not on the advancement list; exclude field relief and accountant supervisors.

3) Pattern the Administrative School on the 11/2 weeks' course previously given to ASAC's wherein there is heavy emphasis on administrative procedures, supervisory problems, case supervision and topics relating to personnel. Add in one day of firearms. If approved, Training and Inspection Division will prepare proposed curriculum for consideration by Seat of Government division heads prior to presentation to you. For reference purposes, work sheet of special administrative school held for ASAC's is attached.

OK  
H.

Mr. Tolson

May 22, 1956

The Executives Conference

323,073  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP5/afj

SUGGESTION NO. 732-56 MADE BY  
STERLING B. DONAHOE, DOMESTIC INTELLIGENCE DIVISION

Donahoe suggests that in fairness in computing the production of typists and stenographers a double-spaced page of typing should count as 1/2 page for production record purposes.

Present practice is to count double-spaced typing pages as one full page.

EXECUTIVE CONFERENCE CONSIDERATION:

Present at the Conference May 16, 1956, were: Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Belmont, Boardman, Winterrowd, Holloman and Mason. Conference unanimously recommends that double-spaced pages of typing continue to be counted as one page rather than one-half page because:

- 1) Caption in the heading requires as much space whether over-all page is double- or single-spaced.
- 2) Paragraphing is always double-spaced under either instance.
- 3) Much of the double-spaced material involves monographs, press releases, lectures and speeches, which are done on plastiplate; plastiplates require more time than typing on normal paper and correction of errors is more difficult.
- 4) Much monograph work and some speeches require footnoting; this is more difficult and time-consuming from a typing production standpoint.
- 5) In double-spaced work, additional time is frequently required to take care of extra pages involving the insertion of paper and carbons.

RECORDED - 58 INDEXED - 58 66-2554-12464  
JUN 7 1956

6) A spot check concerning two typewritten matters in the Central Research Section reflected that a normal, 3-paragraph, single-spaced letter contained 123 words, while a double-spaced page of monograph work contained 137 words.

Tolson  
Nichols  
Boardman  
Belmont  
Mason  
Mohr  
Parsons  
Rosen  
Tamm  
Nease

EDM:emb(6)  
CC-Nease  
Mason

If you agree, with the Conference recommendation, no change is necessary.

Vertical handwritten notes on the left margin, including "Storage" and "Mason".

The Director

6-7-56

The Executives Conference

GYMNASIUM - SEAT OF GOVERNMENT

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP5CJ/deg

Trotter is conducting an inspection of the Training and Inspection Division. He presented problem of gymnasium at Executives Conference on 6-6-56. Present at the Conference were Messrs. Tolson, Mohr, Parsons, Nease, Sizoo, Hennrich, Rosen, Mason, McGuire, Holloman and Trotter.

We have a gymnasium in the basement, presently in active use, and one on the 8th floor with outside roof facilities that is not being used. There is one full time gymnasium instructor and one aide (borrowed from the Laboratory) who puts in 3 hours per day in the gymnasium. There is, in addition, one full time caretaker. Their salaries plus estimated annual equipment cost approximates total expenditure of \$15,000 per year for gymnasium purposes.

22 weeks a year groups from the National Academy use the gymnasium 2 hours each day. 30 weeks a year there are no National Academy gymnasium sessions.

The 448 supervisors and officials at the Seat of Government have repeatedly been encouraged to voluntarily use the gymnasium. If they do so during working hours a deduction must be made from their voluntary overtime. Latter provision has materially reduced gymnasium attendance. At this time only 12 to 14 supervisors use the gymnasium each day.

Seat of Government supervisors spend an average of 10 hours per day performing sedentary work at their desks. They do not have the opportunity for such simple exercise as walking as do field agent personnel. This factor, coupled with advancing average age of our personnel, creates trend toward obesity and lack of muscle tone and coordination.

- Tolson
- Boardman
- Nichols
- Belmont
- Harbo
- Mohr
- Parsons
- Rosen
- Tamm
- Sizoo
- Winterrowd
- Tele. Room
- Holloman
- Gandy

cc - Mr. Nease

cc - Mr. Mason

CLT:do

(6)

RECORDED-9

66-2554-12465

INDEXED - 9 16 JUN 8 1956

EX - 134

1 JUN 11 1956



Memorandum to the Director

Trotter proposed that all supervisors at the Seat of Government who are physically capable of doing so be ordered to attend gymnasium sessions 2 hours per week and this time be charged as a portion of their official work day without referral in any manner to the overtime performed by them. Groups would consist of 35 to 40 men at each session. Program would call for callisthenics, defensive tactics and disarming. Justification would be on the basis that this is a part of the FBI's overall training program similar to firearms and in-service training. No question but that much good would result.

The majority of the Conference consisting of Messrs. Parsons, Nease, Sizoo, Henrich, Rosen, Mason and Trotter favored this proposal.

Messrs. Tolson, Mohr, McGuire and Holloman are opposed. Reasons for opposing were given as possible criticism of Bureau for using part of official work day for activity of this nature. The thought was expressed that some question might arise as to payment of fringe benefit for overtime when 2 hours per week were employed on a physical conditioning program. (Fringe benefits require 6 hours per week overtime whereas average overtime at Seat of Government is over 10 hours per week per man.)

I approve majority  
but I want the program  
carefully supervised and  
no horse play indulged in

H

The Director

June 12, 1956

The Executives Conference

~~X~~ FBI LAW ENFORCEMENT BULLETIN

The Executives Conference consisting of Messrs. Tolson, Nichols, Belmont, Mason, Mohr, Parsons, Rosen, Quinn Tamm, Nease and Hennrich considered the proposal that we publish in the FBI Law Enforcement Bulletin an article by Captain Carroll O. Steene, Chief of Detective Division, Sioux Falls, South Dakota, Police Department, which reports the standard practices of the Sioux Falls Police Department in recording interrogations and final statements from a suspect. The article points out that the recording can do more justice than a stenographic transcript although the final statement should be reduced to writing and given to the suspect for signature. The article also points out that the recording should specifically include the suspect's permission to have the interview recorded and recounts cases wherein this was used.

S.D.

All members of the Editorial Board, excepting Mr. Nease, approved publication of the article and Nease was skeptical on the possibility of some criticism where the topic of wire recording could be raised. Mr. Nichols presented the matter to the conference and Messrs. Tolson, Belmont, Mason, Mohr, Parsons, Rosen, Quinn Tamm, Nease and Hennrich were opposed to publishing the article since publication of the article in the bulletin would perhaps give the article Bureau sanction. Nichols on the other hand could see no reason why the article should not be published with the proper footnote pointing to Constitutional guaranties and that it might contribute to more effective law enforcement.

*I am against publication*

Respectfully,  
For the Conference

Clyde Tolson

66-2554-12466

RECORDED - 31

INDEXED - 31

JUN 12 1956

- cc - Mr. Mason
- Mr. Nease
- Mr. Jones
- Mr. Tolson
- Mr. Nichols
- Mr. Boardman
- Mr. Belmont
- Mr. Mason
- Mr. Mohr
- Mr. Parsons
- Mr. Rosen
- Mr. Tamm
- Mr. Nease
- Mr. Winterrowd
- Mr. Tele. Room
- Mr. Holloman
- Mr. Gandy

50 JUN 14 1956

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/13/92 BY SP5/BJD

Mr. Tolson

June 1, 1956

The Executives Conference

~~FBI FORMS~~  
UNIFORM NUMBERING

SUGGESTION: G. J. Engert, Identification Division, suggested all Bureau forms be numbered with prefix "FBI Form" and that all forms be numbered from number one in consecutive order. He states that this system would make it easier to maintain Bureau form books and to assign a number to new forms.

PRESENT FORM NUMBERING SYSTEM: Bureau forms used by all field offices are designated by prefix "FD" and number; however, some of these forms such as fingerprint cards are also used by local law enforcement agencies; Seat of Government forms are designated by prefix of division number and number of form (Identification Division designated as 1, Training and Inspection Division as 2, etc. for other divisions); those Seat of Government forms used by more than one division are designated by prefix "0" and number; in addition to the above forms there are some "odd number" forms such as I-12 (Wanted - Flash - Cancellation Notice), R-58 (Death Notice of Persons Previously Fingerprinted).

ADVANTAGES OF SUGGESTION: By numbering all Bureau forms with the prefix FBI, a uniformity would be established in the forms used by the Bureau by eliminating FD, division numbers, and "0" numbers.

DISADVANTAGES OF SUGGESTION:

- (1) To place new system in effect immediately it would require reprinting millions of pages of forms and require present supply be destroyed, cost of which would be prohibitive.
- (2) To overprint numbers on present supply of forms would also be too expensive (random check of supplies on hand for 12 forms only reflect approximately 500,000 forms on hand).
- (3) To change numbering of forms as they are reprinted on request would require an extremely long period of conversion as some supplies on hand, which are seldom used forms, will last in excess of a year.

CC - Messrs. Nease

Nason

RECORDED-59

NOT RECORDED

JUN 15 1956

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/2/88 BY SP5/BJG

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mason \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

JUN 26 1956

ORIGINAL COPY FILED IN 11-3412-3012

(4) New system would require all Seat of Government Divisions and field offices to maintain form book and a sample of each form in the book for all forms which would be too unwieldy (estimated about 21 volumes).

(5) Field offices would be required to maintain samples of forms which are used exclusively at the Seat of Government within one or more divisions and would be of no value to the field office.

(6) Bureau form "Log for Technical Surveillances" which has been approved for an FD number when form reprinted would, under new system, have FBI number on form which would be in violation of security as it is not desirable to identify these logs with the FBI.

EXECUTIVES CONFERENCE CONSIDERATION:

Present at the Conference on May 28 were Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Belmont, Boardman, Rosen, Nichols and Mason. The Executive Conference, because of the objections shown above, unanimously opposes the suggestion.

No further action necessary if you agree.

Mr. Tolson

6/14/56

The Executives Conference

THE DAN STEPHENS FUND

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/91 BY SP-5 C/deg

Present at the Executives Conference 6/13/56 were Messrs. Tolson, Callahan, Parsons, Tamm, Nease, Hennrich, Belmont, Rosen, Holloman and Mason.

During the inspection of the Training and Inspection Division conducted by Mr. C. L. Trotter, he raised the question as to what should be the minimum and maximum limits of the voluntary Dan Stephens fund.

You will recall that Special Agent Dan Stephens contracted polio about a year ago and after his sick and annual leave were exhausted in December, 1955, Seat of Government supervisors commenced contributing approximately 60 cents per payday on a voluntary basis to create a fund in order to provide Stephens the equivalent of his salary check each payday. The sum of \$1446.60 now remains in the fund; each payday voluntary contributions amount to more than the salary check of Mr. Stephens and sometimes as much as \$70 excess accumulates; excess is held in the fund for Dan Stephens and all monies are under the control of FEIPA Treasurer Renneberger with a supplemental statement of funds in the possession of Supervisor Gilliland of the Training and Inspection Division.

Mason recommended that a maximum limit not be established now because, while we have roughly the equivalent of three months' pay for Stephens, we have not yet had the experience of obtaining these voluntary contributions through a summer period when most Seat of Government supervisors will be taking leave for varying periods; do not know whether there will be a marked reduction in receipts during the summer. Up to now many supervisors have contributed substantially more than 60 cents per payday on their own initiative in order to create a favorable reserve in the Dan Stephens fund.

It was the recommendation of Mason that the Dan Stephens fund be re-evaluated at the end of September, 1956, in order that the Executives Conference may recommend whether to continue to leave the suggested level of contributions at 60 cents, lower the suggested level, discontinue collections for a few paydays, or establish an upper limit for the fund.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Mason  
Mr. Nease  
Mr. Mohr  
Mr. Trotter

RECORDED-16  
INDEXED-16  
JUN 18 1956

66-2554-12468

JUN 15 1956

*js*

EDM:js

Memorandum for Mr. Tolson

EXECUTIVES CONFERENCE RECOMMENDATION:

Unanimously recommends: Reconsider the Dan Stephens fund at the end of September, 1956, to see what the situation then is and whether any adjustment in the fund should be made.

OK  
H



MR. TOLSON

June 11, 1956

THE EXECUTIVES CONFERENCE

MONTHLY ADMINISTRATIVE REPORT -  
POLICE TRAINING SCHOOLS

SAC Whelan, San Francisco, recommends that whenever a Police School is to be conducted by the FBI, the field file on that Police School be opened and kept in pending status until the School has been completed. Mr. Whelan believes that this would assist in giving office credit for the time expended in conducting a Police School and would fix responsibility on the Agent who is assigned to teach at the School.

Mr. Whelan's idea has some merit. Approximately 22,500 Police Training Schools will be held in a given year. Adoption of Whelan's idea would result in uniformity throughout the service. It was recently necessary for the Training and Inspection Division to initiate criticism of Milwaukee because they opened a file on every agency invited to attend a Police School and this was an obvious abuse. Some offices do not open a file even on the agency for which the school is being conducted.

EXECUTIVES CONFERENCE CONSIDERATION

Executives Conference on 6/4/56 considered the suggestion, with Messrs. Tolson, Nichols, Tamm, Parsons, Sizoo, Mohr, Rosen, Henrich, Holloman, Nease and Brown present.

Inasmuch as a file opened in connection with a Police Training School would not actually represent an investigative case, and hence might be questioned by a member of the Appropriations Committee or other individual inquiring into the investigative work load of the Bureau, as reflected on the Monthly Administrative Report, and as reported to Congress, it would not be desirable to adopt Whelan's suggestion. Although the preparation for each Police School and the conduct of that School do require considerable Agent time, for which an office should be able to receive credit, such credit should not be claimed as though each Police School was an investigative case.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

BCB:WMJ

(5)

cc Mr. Mason  
Mr. Nease

Enclosures

RECORDED - 19

INDEXED - 19

EX - 129

(enc.)  
(enc.)

17 JUN 15 1956

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/13/92 BY SP5C/dif

5 20 PM '56  
READING ROOM  
FBI

66-2554-124 69

Since there is some lack of uniformity throughout the field at the present time in connection with this matter, it is believed an SAC Letter and appropriate manual changes should go forth instructing the field that pending files are not to be opened on each Police School.

Executives Conference was unanimously opposed to accepting Whelan's suggestion.

RECOMMENDATIONS:

1. If you agree, attached SAC Letter go forth advising the field that a pending file is not to be opened on each Police School.

2. Appropriate manual changes are attached.

my  
Mr. Tolson

6/14/56

The Executives Conference

ERROR SYSTEM AT SEAT OF GOVERNMENT

BACKGROUND:

Re Executives Conference memorandum 4/23/56. Executives Conference recommended and Director approved that (1) each division keep an error record for errors detected within the division in outgoing correspondence; (2) error record to identify "maker" of error; (3) Training and Inspection Division to consult each division to insure uniformity in paperwork controls over errors; (4) Executives Conference to re-evaluate after 30 days; (5) no change made in present penalty system for errors recorded in Reading Room or offices of Director, Mr. Tolson, and Mr. Boardman.

All divisions were consulted and error recording system placed in effect 5/1/56 to insure simple and uniform records system.

TABULATION OF ERRORS DETECTED 5/1 through 5/31/56:

<u>Division</u>	<u>Total Number</u>	<u>Division</u>	<u>Total Number</u>
Identification	65	Records and Communications	137
Training and Inspection	7	Domestic Intelligence	1068
Administrative	246	Investigative	378
		Laboratory	212

// Total for all divisions 2113. Total includes errors made by stenographers and typists and those made by or not detected by dictator. *pe*

OBSERVATIONS:

Messrs. Mohr and Tamm believe that no worthwhile purpose would be served by continuation of the tabulations under this program.

Enclosure  
cc - Mr. Mason  
Mr. Nease

WWW:rcw/hcc  
(5)

66-2554-12470

20 JUN 19 1956

RECORDED-16  
INDEXED-16

323 012  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP5CJ/dej

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

51 JUN 19 1956

Executives Conference memo for Mr. Tolson

Mr. Nichols considers that program has adverse morale effect on clerical employees noting the extreme difficulty in filling stenographic vacancies at Seat of Government and Washington Field Office. Mr. Nichols recommends continuance of an error program on a secondary level by each section; sections would keep record of all errors; those employees with excessive errors would be placed under closer supervision and given a definite program of training.

Mr. Belmont states that the system used during May has served to place stress on errors committed at the working level and provides the first step toward correction; tabulation of errors gives each employee the desire to maintain a good record, which can be accomplished only by improving the quality of their work. Mr. Belmont comments it should be recognized, however, that some employees are limited by lack of detailed knowledge of grammar, punctuation and spelling; training must be provided on the working level to improve the quality of work. He states that tabulating errors will not in and of itself bring about improvement desired.

Mr. Rosen favors the continuation of scoring and recording errors under this program.

Mr. Parsons recommends the continuance of keeping records of errors for typing pools for the purpose of training and performance ratings; as to more experienced secretaries, stenographers and typists, present system for scoring errors does not provide any advantage over the official error record used in the Bureau (errors detected in offices of the Director, Mr. Tolson, Mr. Boardman or Reading Room).

Mr. Mason favors the continuance of scoring and recording errors under the present program for the purpose of guiding and training employees and for performance ratings.

EXECUTIVES CONFERENCE CONSIDERATION:

Present at the Executives Conference 6/19/56 were Messrs. Tolson, Callahan, Parsons, Tamm, Nease, Hennrich, Belmont, Rosen, Holloman and Mason.

Conference unanimously recommended program be continued through July, 1956, and that each Seat of Government Division submit facts monthly to Training and Inspection Division concerning number of errors, number of employees who made excessive errors, number of employees cautioned and number of employees who were the recipients of any other action resulting from this program.

Memorandum to Mr. Tolson.

In early August the experience of May, June and July will be presented to the Executives Conference for re-evaluation of the program.

Proposed instructions for the Director's signature to Seat of Government division heads are attached.

OK  
H.

THE DIRECTOR

6/14/56

THE EXECUTIVES CONFERENCE

PHYSICAL TRAINING PROGRAM  
AT THE SEAT OF GOVERNMENT

Present at the Executives Conference 6/13/56 were Messrs. Tolson, Nichols, Callahan, Parsons, Tamm, Nease, Henrich, Belmont, Rosen, Holloman and Mason.

During the inspection of the Training and Inspection Division, Mr. Trotter recommended that mandatory attendance at the Bureau Gymnasium be required of each physically capable Seat of Government investigative employee during working hours for a period of two hours per week. The Director approved this proposal which was recommended by the majority of the Executives Conference of June 6, 1956.

Presented to the Conference June 13, 1956, were certain plans to effect the Director's instructions:

1. There be six regular physical training periods commencing hourly at 10:00 a.m. (none at noon) and ending at 5:00 p.m., Monday through Friday, with a specified number of Seat of Government supervisors designated to attend at regularly appointed hours; make-up period from 5:00 to 6:00 p.m. daily, Monday through Friday, for those supervisors, who, because of "specials," are unable to report as scheduled -- Unanimously recommended.

2. All investigative employees participate, including Assistant Directors -- Unanimously recommended.

3. The 18 Special Agent supervisors working in the Identification Building in the Identification, Records and Communications and Investigative Divisions be included in the Gymnasium training program -- Minority, Messrs. Tamm and Nichols, were opposed because these men would be required to travel to the Justice Building and thus additional time would be consumed if they participate in Gymnasium activities.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/22/82 BY SP5/BJD

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Mason  
Mr. Nease  
EDM: js JUL 14 1956  
JUN 29 1956  
EA-109

RECORDED - 83

INDEXED - 83

JUN 23 1956

66-2554-12471

66-2554-640

66-4982-1170  
ORIGINAL FILED IN



Memorandum to the Director

Majority, Messrs. Tolson, Callahan, Parsons, Nease, Hennrich, Belmont, Rosen, Holloman and Mason, felt that the investigative employees in the Identification Building should attend.

4. The number of agents attending each Gymnasium class would vary from 25 to 30 per hour in line with the following tabulation:

Identification Division-----	0-1
Training and Inspection Division-----	1-2
Administrative Division-----	1-3
Records and Communications Division-----	2-4
Domestic Intelligence Division-----	9-11
Investigative Division-----	7-9
Laboratory-----	5-6

5. Minority, Mason only, recommends specified program be followed in each Gymnasium class consisting of 10 minutes warm-up and conditioning calisthenics; 15 minutes of defensive tactics starting with the most basic and gradually progressing as the agents become conditioned; 10 minutes of disarming techniques starting with the most basic; 5 minutes of medicine ball exercise, which with 10 minutes at start and end of each period for dressing would provide a one-hour program. Such a program would make it obvious that Gymnasium periods are designed to assist employees better perform FBI functions relating to arrests.

The majority, Messrs. Tolson, Callahan, Parsons, Nease, Nichols, Hennrich, Belmont, Rosen, Tamm and Holloman, felt that defensive tactics and disarming techniques as such should not be taught, but that the Gymnasium period should be devoted to "progressive calisthenics." The majority felt that defensive tactics and disarming techniques might increase the number of injuries in the Gymnasium and also felt that the program as specified by the minority does not sound attractive. Majority felt that the important thing is to properly condition agents through an exercise program.

Based upon the Director's wishes, appropriate instructions will be issued.

Respectfully,  
For the Conference

Clyde Tolson

Mr. Tolson

July 5, 1956

The Executives Conference

IN-SERVICE TRAINING FOR  
RESIDENT AGENTS

323-013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP-5a/def

A memorandum from Mr. Mason to Mr. Tolson dated 6/15/56 pointed out that from time to time oral suggestions have been received from members of the In-Service Classes that special In-Service training be set up for Resident Agents. Mr. Mason has not detected any widespread interest in having such training.

All Divisions at SOG were polled concerning their views on this matter. They all opposed it except Mr. Nichols' and Mr. Belmont's Divisions. Mr. Wick, in Records and Communications, feels that specialized training would be helpful. He suggests going into such matters as organization, unique situations, relations with PD, road trips, assignment of work, press contacts and speaking engagements.

Memorandum from Mr. Belmont to Mr. Boardman dated June 26, 1956, sets forth the following reasons in favor of specialized In-Service training for Resident Agents:

(1) Resident Agents cover far more territory and have travel and time problems which do not affect other Agents.

(2) Resident Agents are in contact with a greater variety of police officers and must rely upon some of them more than other Agents, giving rise to special problems in this field.

(3) Resident Agents have unique problems to solve relative to the handling of communications. This also applies to the preparation of reports.

(4) Because Resident Agents are away from the field office and have divergent and widespread leads to cover, it is necessary for them to plan their work in a manner not required by the regular Agents and this should be given special attention.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason (7) \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

JMF:ECB:wmj

cc - Mr. Mason  
cc - Mr. Nease

RECORDED - 44

66-2554-1247a  
JUL 9 1956

63 JUL 10 1956

INDEXED - 44

EX-37

Memorandum for Mr. Tolson

(5) Resident Agents, because they handle all types of cases, need to have a better working knowledge of general procedures than do Agents attached to field offices.

(6) Resident Agents make more contacts with varied types of persons and, therefore, have need for a better grasp of public relations than do many Agents attached to field offices.

Resident Agents are integrated into regular In-Service of one of the four types now conducted, i. e., Basic, Security, General-Criminal or Accounting, depending upon the assignments of the Resident Agent or the bulk of his work in case he handles more than one type.

There are 501 Resident Agencies, 341 Senior Resident Agents, 256 alternate Senior Resident Agents (each Resident Agency of two or more Agents has both a Senior and an alternate Senior Resident Agent appointed). Including Agents with headquarters fixed (usually newer Agents who have not been designated Resident Agents), there are a total of 1,221 Agents working in Resident Agencies.

ASAC E. E. Hargett of Boston, contacted concerning this suggestion on 7/2/56, stated he favored specialized In-Service training for all Senior Resident Agents and for all Resident Agents who serve in one-man Resident Agencies; such training to clearly define duties and responsibilities and to stress those matters which are peculiar to the work of a Resident Agent as distinguished from the average headquarters Agent, such as preparation of press releases in emergencies and extensive contact work.

SAC D. K. Brown of Baltimore and SAC Harvey G. Foster of Newark, contacted on 7/3/56, were opposed to the suggestion, believing that attendance at one of the regular In-Service sessions affords the Resident Agent adequate In-Service training.

EXECUTIVE CONFERENCE CONSIDERATION:

Present at the Conference July 5 were: Messrs. Tolson, Trotter, Conrad, H. E. Edwards, Hennrich, Boardman, McGuire and Mason.

The Conference unanimously recommends that a new In-Service course be devised for Senior Resident Agents and that this course be given to those Senior Resident Agents who have satisfactory records and are likely to be

Memorandum for Mr. Tolson

continued as Senior Resident Agents; course to be given at a time when these Senior Resident Agents are due for In-Service training and when there are enough Senior Resident Agents due to warrant such a course. There are 341 Senior Resident Agents in the FBI. Administrative Division will schedule the courses when necessary. Training and Inspection Division will commence preparation of an appropriate In-Service training for these Senior Resident Agents and after securing the views of various Seat of Government division heads and field representatives, proposals will be submitted for your approval.

✓  
I am very glad it  
is being done.

H.

Mr. Tolson

6/26/56

The Executives Conference

SUGGESTION PROGRAM  
LETTERS OF ACKNOWLEDGMENT

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP3C/dsp

Several members of In-Service class #42 recommended that employee submitting suggestion be advised as to the reasons why suggestion is not adopted; that letter of acknowledgment not be sent until final action taken on suggestion made.

Present Policy: On receipt of suggestion, letter of acknowledgment immediately prepared thanking suggester and stating he will be advised in the event suggestion is adopted. If suggestion is adopted, follow-up letter sent, otherwise no further communications are sent to suggester. In some instances it is possible in the letter of acknowledgment to advise suggester that idea has been rejected on the basis of previous consideration given to the same idea. Three-day deadline rule followed in acknowledging employees' suggestions.

Advantages of Suggestion: During last fiscal year approximately 300 follow-up letters were sent advising of adoption of suggestions. If present idea adopted, these follow-up letters would not be required as letter of acknowledgment would report final action taken. Suggesters would in each instance know the outcome of their suggestions when not adopted and reason why.

Disadvantages: Numerous suggestions deal with matters relating to procedures and confidential items which cannot be specifically described in a letter to an employee and only general terms could be used in the letter telling him why suggestion not adopted; delay in acknowledging letters would be against present Bureau policy of prompt acknowledgments; Incentive Awards Plan for Department of Justice under operating procedures requires "prompt acknowledgment and processing of all employees' contributions--"

Executives Conference Consideration: Present at the Executives Conference 6/25/56 were

Messrs. Boardman, Rosen, Parsons, Tamm, Hennrich, Nease, McGuire, Callahan and Brown. All were opposed to adopting the suggestion and recommended maintaining the present policy with regard to the handling of suggestions. If you approve, no further action is necessary.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

WWW:rcw/leh  
(5)

cc - Mr. Mason  
Mr. Nease

INDEXED - 84  
RECORDED - 84

66-2554-12473

76 JUL 10 1956

INITIALS OF...

Suggestion - general

ORIGINAL COPY FILED IN 66-2554-12473

Mr. Tolson

7-10-56

The Executives Conference

INSPECTIONS - REQUIREMENTS FOR  
INSPECTOR'S AIDES POSITION

Present at the Executives Conference on 7-9-56 were Messrs. Tolson, Callahan, Tamm, Conrad, J. E. Edwards, Hennrich, Boardman, Nichols, Mason, Holloman, and Trotter. Trotter presented the findings of the Inspection Conference as to the captioned topic.

Unless a Special Agent is interested in further advancement in the service along administrative lines, he is not at this time considered for training nor is he used as an inspector's aide. Inspection Conference pointed out Bureau should avail itself of individual outstanding talents possessed by Agents in the service on inspection assignments regardless of whether the man was interested in further advancing along supervisory lines. The test for the use of such men on inspections should be the maximum utilization of their talents to the best advantage of the Bureau. For instance, if an Agent is adept at developing informants, or is an experienced investigator, or a qualified sound man, his services should be employed on inspection assignments.

A case in point: M. Wilson McFarlin was formerly a SAC for many years and last was in charge of Cincinnati. He was transferred to San Francisco at his own request on general assignment. Although at this time he has elected general assignment work in preference to supervisory duties, he could give much in the way of experience and ability to an inspection team should we use him as an inspector's aide.

Mr. Tolson stated that no one should be used as an aide on inspections who has previously expressed a desire to not be considered for inspection assignments. Conference unanimously shares this view.

CLT:hs  
(5)

CC: Mr. Mason  
Mr. Nease

- Tolson
- Nichols
- Boardman
- Belmont
- Mason
- Mohr
- Parsons
- Rosen
- Tamm
- Nease
- Winterrowd
- Tele. Room
- Holloman
- Gandy

*Jape*  
RECORDED-45  
INDEXED - 45  
66-2554-12  
JUL 13 1956

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/13/97 BY SP-5 c/dg

EX-109

51 JUL 16 1956



MEMORANDUM FOR MR. TOLSON

With the exception of Mr. Callahan, the Executives Conference unanimously voted to utilize men with particular talents on inspections who desired to so serve regardless of whether they are being considered for advancement along supervisory lines. Mr. Callahan felt we should continue our present policy of using only those interested in future supervisory assignments as inspector's aides.

No further action pending the Director's desires.

Mr. Tolson

7/10/56

The Executives Conference

GYMNASIUM ATTENDANCE

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-12-92 BY SP-5/SC/DFJ

Present at the Executives Conference 7/9/56 were Messrs. Tolson, Callahan, Tamm, Conrad, J. E. Edwards, Henrich, Boardman, Nichols, Trotter, and Mason.

Conference was reminded of the requirement that each Division Head advise the Training and Inspection Division of the reason why any supervisor did not attend the required 2 gymnasium sessions in any week. The only acceptable excuses are illness, leave, or absence from the city.

The most convenient way of accomplishing certification concerning absence with minimum of paper work was sought.

Conference unanimously recommended that Training and Inspection Division furnish to each division head at the end of the week the names of those supervisors who did not attend the required 2 gymnasium sessions in order that division head may make notation beside the name of each pertinent supervisor to the effect that the man was excused. If additional space is necessary the reverse of the page may be used for longhand entries. Register is then to be returned to the gymnasium for retention.

The Training and Inspection Division will rely on the appropriate division head to excuse any supervisor if the facts warrant.

cc - Messrs.	Boardman	Nichols
	Tamm	Mason
	Mohr	Belmont
	Rosen	Parsons
	Holloman	Nease

EDM:hcc  
(13)

RECORDED-16

INDEXED-16

EX-109

66-2554-12475

JUL 17 1956

JUL 17 1956

Mr. Tolson

July 13, 1956

The Executives Conference

FBI NATIONAL ACADEMY--INDEX OF APPLICANTS

Mr. Tolson directed that the Executives Conference consider whether the Training and Inspection Division should establish an inactive index of cards in order to show at any given time the identity of all National Academy applications submitted by a particular law enforcement agency. Since the inception of the Academy, the Training and Inspection Division has maintained an active index identifying those NA applications which should be given appointive consideration; as individuals died or left law enforcement, their cards have been withdrawn and destroyed. The Training and Inspection Division has heretofore not felt a need for a list of all applicants including those given unfavorable consideration or those who may have died or left law enforcement work.

EXECUTIVES CONFERENCE CONSIDERATION

*and the action taken*

Mr. Tolson brought to the attention of the Conference the desirability of having information which would show the interest of each law enforcement agency in the FBI National Academy as evidenced by the number of applications filed by that agency. It was agreed by the Conference unanimously that if such information could be readily obtained from field files it would be unnecessary to establish such an index at the Seat of Government. New York and Newark Offices are able to furnish such information; Washington Field Office cannot inasmuch as that office does not put a copy of correspondence relating to NA applicants in either a control file or the file of the individual police department.

In attendance at the Conference July 12 were: Messrs. Tolson, Callahan, Trotter, Conrad, J. E. Edwards, Henrich, Boardman, Rosen, Nichols and Mason. The Conference unanimously recommended that Training and Inspection Division should establish an appropriate index.

DM:emb  
CC - Mr. Mason  
Mr. Nease

- son
- hols
- rdman
- mont
- ason
- Mohr
- Parsons
- Rosen
- Tamm
- Nease
- intercrowd
- le. Room
- lloman
- dy

OK RECORDED - 15  
INDEXED - 15  
EX - 13  
66-2551-12477  
21 JUL 20 1956

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP5 a/deg

71 JUL 20 1956

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: July 2, 1956

FROM : The Executives' Conference

SUBJECT: CONSOLIDATION OF CLOSED APPLICANT FILES

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mason \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

SAC, St. Louis, requested Bureau approval to consolidate applicant files as soon as feasible after files closed rather than wait 6 months. St. Louis Office during March through May, 1956, averaged 1,876 applicant cases opened and closed per month. SAC believes considerable savings in space could be effected at much earlier date if suggestion approved. Applicant files to be consolidated under this suggestion would include following applicant classifications:

67 (Bureau); 77 (Departmental); 116 (Atomic Energy Act); 123 (Voice of America); 124 (European Recovery Program); 138 (Loyalty of Employees of the United Nations) and 140 (Security of Government Employees).

Present policy provides applicant files to be consolidated when they have <sup>been</sup> closed 6 months. (Rules and Regulations - Section 3-5-b (1) page 12).

On 4/17/53 the Executives' Conference considered the same problem, and as a result of a survey made of 6 field offices, the conference unanimously recommended that the Washington Field Office be allowed to consolidate applicant files and ~~discard~~ surplus serials as soon as the file is closed, but that other field divisions not adopt this procedure and ~~adhere~~ to the existing rule of consolidating closed files after 6 months.

Favorable consideration by the Executives' Conference was based on the peculiar problem existing in the Washington Field Office as that office has had to cover virtually every applicant case handled by the Bureau; when case closed in that office, chances are they will not be reopened.

The St. Louis Office has a problem similar to that existing in the Washington Field Office in that the St. Louis Office also receives

Enclosure  
 WWW:nma  
 (3) B/W

INDEXED-50

100-2559-12478

JUL 19 1956

11 JUL 17 1956

50 JUL 27 1956 63

BOARDMAN

THREE

TWO

ORIGINAL COPY FILED IN 66-11-206

6/3 0/3  
 9/2/92  
 3/22/44

Memo to Mr. Tolson

numerous record check requests at the Records Center at St. Louis. It is possible that a very large number of such cases would not be subject to being reopened.

The Washington Field Office closed an average of 2,224 applicant-type cases per month during March through May, 1956, in comparison to the 1,876 cases closed per month by the St. Louis Office for the same period.

EXECUTIVES' CONFERENCE CONSIDERATION: EDM:hcc 7/9/56 *hcc*

Present at the Executives Conference July 9, 1956, were Messrs. Tolson, Callahan, Tamm, Conrad, J. E. Edwards, Henrich, Boardman, Nichols, Trotter and Mason.

The Conference unanimously recommended that St. Louis Office be authorized to consolidate applicant-type cases as soon as closed or RUC'd inasmuch as that office handles numerous record check applicant cases just as Washington Field does; this procedure has worked well in Washington Field for 3 years. If you agree, attached communication to St. Louis should be signed and sent.

*ga*

✓

The Director

July 19, 1956

The Executives Conference

SUBMISSION OF QUESTIONNAIRES TO IN-SERVICE CLASSES

323 DB  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP5C/af

On July 19, 1956, the Executives Conference, consisting of Messrs, Tolson, Nichols, Boardman, Mason, Mohr, Parsons, Rosen, Trotter (for Quinn Tamm), Holloman, Nease, and Belmont considered the question of submission of questionnaires by the Central Research Section to In-Service Classes as needed to develop information essential to the preparation of monographs.

These questionnaires will be written for the purpose of extracting from field office Agents their ideas, skills, procedures, experiences, and investigative techniques so that there can be a pooling and sharing of knowledge. Each questionnaire would be signed by the Agent filling it out, indicating also his office of assignment.

The advantages of this procedure advanced for the consideration of the Executives Conference were enumerated as follows: (1) saves valuable time; (2) reduces administrative handling and paper work, both at the Bureau and in the field offices; (3) the Agents are here in school and are not distracted by their daily investigative work and deadlines; hence, they are in a better position to apply more concentrated thought to the questionnaires with better results for us; and (4) In-Service class members provide a representative cross section of the field, and, living together at Quantico, they can exchange ideas and experiences as they prepare the questionnaires, thereby enriching the content.

The Conference split evenly on the vote with Messrs. Boardman, Mason, Parsons, Trotter, and Holloman against the submission of these questionnaires on the grounds that questionnaires designed to develop information for the Central Research Section monographs are not properly a part of In-Service training; that Agents will not be able to go to files and, therefore, the information they submit on the questionnaires might not be factual; that the same results can be better accomplished by submitting the questionnaires to the field offices, with a saving of In-Service time.

- Tolson
- Nichols
- Boardman
- Belmont
- Mason
- Mohr
- Parsons
- Rosen
- Tamm
- Nease
- Winterrowd
- Tele. Room
- Holloman
- Gandy

- cc - Mr. Mason
- cc - Mr. Nease
- cc - Mr. Boardman
- cc - Mr. Belmont
- cc - W. C. Sullivan

Yellow file copy

WCS:mjb  
JUL 24 1956

RECORDED-90

INDEXED - 90

66-2554-12479

JUL 23 1956

EX - 13  
[Handwritten signatures and initials]



Memorandum for the Director

OK  
Messrs. Nichols, Mohr, Rosen, Nease, and Belmont voted to give the questionnaires a test and submit a questionnaire to one or two classes in order to determine objectively, by gathering of concrete evidence, as to what is involved in the procedure and what kind of results can be expected to emanate from it.

We will be governed by the Director's desires in this matter.

Respectfully,  
For the Conference

Clyde Tolson

ADDENDUM: (WCS:mjh/7/20/56)

There is enclosed a sample questionnaire entitled "Interviews" relating to a research monograph in preparation on interviews and interrogations. The enclosed questionnaire is on notebook-sized paper for quick inclusion in the notebooks of the class members, and their answers are also to be written on notebook-sized paper in the evenings and returned with the questionnaire.

Mr. Tolson

July 13, 1956

The Executives Conference

ARRIVAL OF TRAINING CLASSES  
AT THE SEAT OF GOVERNMENT

Inspector B. C. Brown raised question as to whether it was objectionable for two classes of Special Agents taking some form of In-Service training to report to Seat of Government on the same morning. During May and June there were several instances when an accounting school commenced on the same date as regular In-Service classes.

It is contemplated that during the remainder of 1956 calendar year an In-Service class will commence each Monday morning (about fifty Agents) and on seven Mondays police instructors' schools will also convene, numbering about twenty-five men each.

So far, the Training and Inspection Division has been able to handle these classes without additional instructor personnel, although at times arranging for instructors and classrooms has caused a number of adjustments; nevertheless, everything has worked out favorably.

EXECUTIVES CONFERENCE CONSIDERATION

Present at the Executives Conference July 12 were: Messrs. Tolson, Callahan, Trotter, Conrad, J. E. Edwards, Hennrich, Boardman, Rosen, Nichols and Mason. The Conference saw no objection to continuing present practice.

EDM:emb  
CC - Mr. Mason  
Mr. Nease

RECORDED - 77 | 66-2554-12480  
INDEXED - 77 | JUL 24 1956  
88

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

F141  
68 JUL 30 1956

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/93 BY SP-5 u/dig

UNRECORDED - ORIGINAL FILED IN 1-19-1976

M

MR. TOLSON

7/20/56

THE EXECUTIVES CONFERENCE

TRAINING OF FIELD CLERKS AT THE SEAT OF GOVERNMENT

Present at the Executives Conference, July 19, 1956, were Messrs. Tolson, Mohr, Trotter, Parsons, Nease, Belmont, Boardman, Rosen, Nichols, Holloman and Mason.

The Conference was advised that [redacted] GS-9, Field Supervisor, New York Office, by letter 7/9/56, suggested that field clerical employees who have had 10 years service in the Bureau and whose field positions were such that they would not normally be scheduled for clerical supervisory schools at the SOG be brought to Washington in groups for a 2-day training period.

b6  
b7c

Under the suggestion, the 2-day training period would include a visit to the Director's Office, a tour of various sections of the Bureau, talks by Bureau Supervisors relating to traditions and policies, a speech by the Director and a one hour "visiting" session. Suggestor feels this would do much to sustain high enthusiasm for continued Bureau service.

The Executives Conference was advised there are approximately 500 field clerical employees who have more than 10 years service and who would fall into the category suggested by [redacted]

b6  
b7c

Conference was informed that while it would be beneficial to moral and helpful for employees to see FBI Headquarters, it is not felt that we could justify this type of training or the expenditure of the necessary funds.

RECOMMENDATION: Conference unanimously opposed to the suggestion.

RECORDED-85  
INDEXED-85

66-2554-17  
12480

Attached is an appropriate letter to [redacted]

b6

cc Messrs. Mohr  
Nease  
Mason

EDM:bjc  
(7)

5 Enclosure 86 1956

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/2/92 BY SP5 cjk/ky

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

M

gm

OK 9/

JH

**Memorandum to Mr. Tolson**

Subsequent to these recommendations of the Executives Conference, the Director approved a proposal that 10 Agents on the list for advancement should be designated as permanent Inspector Aides in order to give these men training in field operations. It appears that all 10 of these men should receive the proposed course of training in the Chief Clerk's Office.

If approved, the 10 permanent Inspector Aides will first be trained in the operations of the Chief Clerk's Office. If additional Agents should later be needed, this need will be brought to your attention.

MR. TOLSON

July 25, 1956

THE EXECUTIVES CONFERENCE.

TRAINING OF INSPECTOR AIDES IN  
CHIEF CLERK'S OFFICE FUNCTIONS

The Executives Conference earlier considered the need for training some Inspector Aides in more detail so that they will become literally experts as to field Chief Clerk's Office functions.

The Conference earlier rejected proposals that such training be provided in individual field offices or that regional schools be held for this purpose, but the Conference did direct that the Training and Inspection Division devise a course of training which could be held in Washington for this purpose and that roughly 50 Special Agents, who are Inspector Aides, be given Chief Clerk's Office training.

EXECUTIVES CONFERENCE CONSIDERATION:

Present at the Executives Conference July 23, 1956, were Messrs. Trotter, Nease, Hennrich, Boardman, Rosen, Holloman, Nichols and Mason.

The Conference unanimously recommended that a five-day course of training in the Chief Clerk's Office of Washington Field be established under the supervision of the Training and Inspection Division. The Conference felt that approximately 50 Inspector Aides should be given this training and the course should cover the format of inspection write-ups and detailed indoctrination as to the functions of a Chief Clerk, each of the key employees in a Chief Clerk's Office, and experience with field office clerical procedures, including searching of indices, opening of new cases, matching, serializing, maintenance and use of administrative files, preparation of administrative reports and related functions.

The Conference felt that each group of Aides trained should be supervised by an Inspector, and Messrs. Teague and Moore of the Inspection Staff were offered as possible instructors plus ASAC Fletcher of Washington Field Office and the Chief Clerk of that office.

EDM:wmi  
(4)  
cc - Mr. Mason  
Mr. Nease

RECORDED - 21  
INDEXED - 21

66-2554-12482

21 JUL 26 1956

EX - 131

51 JUL 26 1956

3-23-013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-12-92 BY SP-3 a/jk

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. MOHR

DATE: July 12, 1956

FROM : C. Q. SMITH

EXECUTIVES CONFERENCE

SUBJECT: AUTOMOBILE SAFETY BELTS

Tolson	_____
Nichols	_____
Boardman	_____
Belmont	_____
Mason	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Nease	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

We have received a number of inquiries from various field divisions concerning the installation of seat belts in Bureau cars. The number of people killed (35,000) and injured (1,500,000) each year in automobile accidents has reached an alarming total and the automobile manufacturers who in past years concentrated on improvement of design and mechanical functioning have now turned their attention to improvement of crash protection characteristics. One manufacturer (Ford) has incorporated seat belts, padded dashboards and sun visors, safety door latches and energy absorbing steering wheels in its automotive design as devices for reducing injuries to drivers and passengers.

Two of the most common causes of injury and death in collisions are: (1) being thrown from the vehicle thus doubling risk of injury and (2) violent contact with other objects in the automobile. Installation of safety belts and other protective devices noted above would have reduced the death toll 66 per cent according to the Indianapolis State Highway Patrol which recently conducted a survey of numerous fatal accidents.

In line with this trend, specifications for all future purchases of Bureau automobiles include seat belts with approved anchoring. At least one state (Illinois) requires that all new automobiles registered in that state after 7/1/56 shall be equipped with safety belts and other states will probably follow this lead. Specifications for the new Bureau cars will meet this requirement. By memorandum dated 11/4/55 from SA [redacted] to you captioned, "Automobile Safety Belts," it was recommended and approved that safety belts not be included in present cars and that specifications for cars purchased after 7/1/56 be so equipped as previously noted. At the present time it appears that unscrupulous dealers and mechanics are preying on the public sentiment on the use of safety belts by selling cheap, inferior belts with improper installation at prices ranging from \$5.00 to \$10.00. Generally speaking, a seat belt which will meet the Society of Automotive Engineers and Civil Aeronautics Administration standards and which is installed by anchoring the belt to the frame of the car will cost upwards of \$20.00.

ORIGINAL COPY FILED IN 66-1034-1

b6  
b7c

CQS:gt  
2

71 AUG 13 1956

RECORDED-20

INDEXED-50

16 AUG 3 1956

AUG 3 1956  
127

66-2554-124-83

3



Memo to Mr. Mohr (continued)

July 12, 1956

RECOMMENDATION

I recommend that we make no installation of seat belts on present automobiles at this time. Upon receipt of new cars so equipped, a survey will be conducted as to the benefits derived from these belts and a further recommendation made at that time as to installation in present Bureau vehicles.

*James M. ...*  
7/13

*Suggest Executives  
Conference consider*  
7/13

*Mr. ...*

ADDENDUM: 7/31/56 JPM:gt

The Executives Conference of July 30, 1956, consisting of Messrs. Boardman, Rosen, Parsons, Belmont, B. C. Brown, Trotter, Nichols and Mohr considered the question raised in this memorandum with respect to the installation of seat belts on present Bureau automobiles at this time and the Conference unanimously agreed that we not make such installation on present Bureau equipment. The Conference unanimously agreed that upon the ordering of any cars that they be equipped with safety belts for the front seat with the anchors and hooks for the back seat. Any office finding it necessary or desirable for the belts installed in the back seats subsequently, they can be furnished. This will keep the cost of this extra equipment to a minimum yet it will insure that we have the safety equipment available in case it is needed. There is attached an SAC Letter to the Field advising of the Bureau's policy in this regard.

Enclosure *attached*  
*James*

*James M. ...*  
*...*

MR. TOLSON

August 1, 1956

THE EXECUTIVES CONFERENCE

SUGGESTION #28-57, MADE BY [REDACTED]  
[REDACTED] TRAINING AND INSPECTION DIVISION

b6  
b7c

Executives Conference on 8/1/56, composed of Messrs. Nichols, Boardman, Tamm, Rosen, Conrad, Holloman, Hennrich, Nease and B. C. Brown, considered suggestion that a memorandum be forwarded to all Bureau Officials and Supervisors reiterating a provision in the Supervisors' Manual which reads:

"In order to conserve time, as well as stenographic and typing work, whenever possible ~~rewrites~~ rewrites of memoranda and outgoing letters should not be made until the correspondence has been approved by the unit chief and Assistant Director, when such approval appears necessary or desirable. Wherever the circumstances justify, a supervisor should discuss individual letters or memoranda with his unit chief and in cases in which there is any doubt, particularly as to policy, with his Assistant Director before re-writing, in order that only one rewrite will be necessary."

Conference was advised that suggester cited economy resulting from following this rule. Suggester did not cite any specific failure to follow this rule, which has been in effect for years.

Executives Conference agreed unanimously there was no need for reiteration of this existing rule by memorandum to all Bureau Officials and Supervisors. If you agree, no further action is necessary.

373 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/82 BY SP5ca/Kyf

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

BCB:wml  
(7)  
cc - Mr. Nease  
Mr. Mason

Personnel file of [REDACTED]

RECORDED - 73

INDEXED - 73

66-2554-12484

AUG 6 1956

AUG 7 1956

b6  
b7c

EX-108

Mr. Tolson

July 26, 1956

Executives Conference

POLICE TRAINING - HONOLULU

Present at the Executives Conference July 25, 1956, were Messrs. Trotter, Conrad, Nease, Hemrich, Boardman, Rosen, Holloman and Mason.

Mason advised that the Honolulu Office received a request from Lieutenant William Bray of the Special Officers Division of Castle and Cooke Terminals, Ltd., for police training in Theft from Interstate Shipment matters for 57 men. Although commissioned by the Police Department of Honolulu, these men are not actually police employees but are on the pay roll of Castle and Cooke Terminals, Ltd., a private concern. These men patrol the docks at Honolulu, and they wear police-type uniforms.

It was mentioned by Mason that the longshoremen have a very strong union in Honolulu and that this union should not be considered as friendly to the FBI. Possibility exists that the union could charge, although untruthfully, that FBI training of the Castle and Cooke policemen was intended to interfere with labor management relations, etc.

Our present policy is to train only duly constituted law enforcement agencies and not employees of private companies, even though the training would result in benefit to the FBI in the handling of its cases. A notable exception, however, is in the training of our railroad policemen.  
EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference agreed with Mason's recommendation that Honolulu be instructed to decline to provide the requested training for the Castle and Cooke officers and that we confine our police training to regularly constituted law enforcement officers.

If you agree, there is attached a proposed memorandum addressed to the Honolulu Office; it should be initialled and sent.

~~EXECUTIVES CONFERENCE CONSIDERATION~~

RECORDED - 28

INDEXED - 28

18 AUG 7 1956

Enclosure  
CC - Mr. Mason  
Mr. Nease

EDM:nma

51 AUG 7 1956

- Tolson
- Nichols
- Boardman
- Belmont
- Mason
- Mohr
- Parsons
- Rosen
- Tamm
- Nease
- Winterrowd
- Tele. Room
- Holloman
- Gandy

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/2/82 BY SP5e/kg

66-2554-12485

22

M

Mr. Tolson

7-23-56

Executives Conference

SUGGESTION NUMBER 11-57  
Made by SA Peter G. Roth, Jr.  
Albany Office

SUGGESTION: That the Bureau prepare and distribute to all investigative employees wallet size cards showing exposure data for the films in general use.

PRESENT PROCEDURE: Such cards were distributed in the past but are now outdated because of changes in film.

ADVANTAGES: Provide simple reference for photography.

OBSERVATIONS: Inspector Callahan, Administrative Division, believes this is a good suggestion and recommends that it be adopted.

EXECUTIVES CONFERENCE CONSIDERATION:  
Present at the Executives Conference July 23, 1956, were Messrs. Trotter, Nease, Hennrich, Boardman, Rosen, Holloman, Nichols, and Mason.

The conference was advised that the Bureau has recently begun using different film for its Speed Graphic Cameras and the old charts as to exposure data are now out of date.

Conference unanimously recommends that new cards of exposure data be prepared for the film now in use and that supply be made available to the field so that a card may be kept in every camera case, and a copy may be given to any agent needing same.

If you approve, Administrative Division will devise a new card.

If you agree, the attached letter should be sent to Peter G. Roth, Jr. advising of the adoption of his suggestion with modifications.  
cc - Personnel file of SA Peter G. Roth, Jr. with cc of suggestion form

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Messrs. Mason Nease  
AUG 13 1956

RECORDED - 55  
INDEXED - 55  
AUG 13 1956

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/2/82 BY SP8 C/ky

227 013

66-2554-12486

MR. TOLSON

August 9, 1956

THE EXECUTIVES CONFERENCE

[Redacted]

SERGEANT  
NORWALK, CONNECTICUT, POLICE DEPARTMENT  
APPLICANT, FBI NA

Executives Conference on 8/8/56, consisting of Messrs. Nichols, Boardman, Tamm, Parsons, Rosen, Belmont, Nease, and B. C. Brown, considered action which should be taken in case of Sergeant [Redacted] whose application for the National Academy has been on file since 7/15/53. Letter dated 8/3/56 from Chief of Police Max Orlins, Norwalk, Connecticut, Police Department, inquired as to the status of [Redacted] application, pointed out it had been on file since July, 1953, and stated that if [Redacted] is not acceptable, the Chief has another officer whose application he would like to submit. He did not name the other officer.

We have not investigated [Redacted] as an applicant for the Academy. Our files reflect that on 1/5/53 [Redacted] told former Special Agent Francis X. McBride that he knew his sister-in-law had been attending Communist Party meetings in Newark, New Jersey, and that his sister-in-law periodically visits the [Redacted] home in Norwalk. During October and November, 1952, the sister-in-law spent three weeks in the [Redacted] home.

The New Haven Office reports that Captain John Smith, deceased, Norwalk Police Department, advised that Mrs. [Redacted] (wife of [Redacted]) was very loose morally and that while [Redacted] was in the military service his wife was discovered on two occasions by Norwalk Police Officers in compromising positions with white men. Captain George Risi, Norwalk Police Department, claims Mrs. [Redacted] has been promiscuous. Detective [Redacted] stated in strictest confidence that while on patrol duty several years ago, he encountered Mrs. [Redacted] with an unknown white man in a car near a railroad station under circumstances indicating intimacy.

[Redacted] has pushed his candidacy to attend the National Academy. Inquiries on his behalf have been received from the Mayor of Norwalk, Connecticut (3/16/54), and Congressman Morano (8/25/54, 9/22/55, and 5/2/56). On 5/9/56 Morano was advised that it is not possible to give favorable consideration to Sergeant [Redacted] application to the FBI NA.

BCE:wml  
(7)  
cc - Mr. Nease  
Mr. Mason  
Mr. Nichols

323.013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-6-92 BY SP2SC/deg

AUG 13 1956

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

51 AUG 11 1956

Memo for Mr. Tolson

On 12/21/55 Deputy Attorney General Rogers received a communication from a friend concerning [ ] and, according to [ ] the friend was advised by Rogers that the FBI would be unable to accept [ ] On 7/23/56 [ ] called at the Bureau, was interviewed by Mason, stated he had heard a rumor that he might be turned down by the Bureau for the National Academy because he is colored, and asked whether there had ever been any colored graduates of the National Academy. With your approval, Mason told [ ] on 7/24/56 that his application is still on file and that thousands of officers have signified their desire to attend the National Academy; that it is physically impossible to tell each of these officers when or whether he will be selected to attend the Academy, that [ ] should rest assured that his application and qualifications will be retained on file.

b6  
b7C

Conference felt that Bureau's present position toward [ ] should continue. Conference considered whether matter could be solved by instituting investigation of [ ] in order that he and his Chief would know [ ] was being treated as any other applicant, and upon completion of investigation advise his Chief [ ] is unacceptable. In view of derogatory information concerning [ ] wife already being known to members of his department, and in view of the fact that [ ] himself had advised us concerning Communist sympathies of his sister-in-law, in spite of which derogatory information [ ] and his department apparently continue to push his application, the Bureau would not strengthen its position by investigating [ ] in case no more derogatory information is developed. The Bureau does not know who would be nominated by the Norwalk Police Department in lieu of [ ] in the event the Bureau accepted the Chief's suggestion that another applicant be named by him. The new nominee might be unacceptable also.

b6  
b7C

Conference was unanimously in favor of replying to Chief Orlins' letter in the same vein in which [ ] last inquiry at the Bureau was answered, and in taking no further action. A letter to Chief Orlins accordingly has gone forward.



Mr. Tolson

8/9/56

The Executives Conference

*AWK*  
HAROLD CLARK TAYLOR  
SHERIFF  
ISLE OF WIGHT COUNTY, VIRGINIA  
APPLICANT, 58TH SESSION, FEB NA

*323,013*  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE *3/2/92* BY *SP5 C/BJG*

Applicant was born 8/23/27 in Charlotte County, Virginia. He was graduated from Randolph Henry High School, Charlotte Court House, Virginia, in June, 1944. He served in the U. S. Navy from 1/4/45 to 7/23/46 and from 8/1/50 to 8/12/51; honorably discharged. Applicant claims he attended Longwood College, Farmville, Virginia, 1946 to 1949, but we were unable to find any records reflecting this. He worked as Basement Manager, Leggett's Department Store, Farmville, 1/1/48 to 12/17/49. Employed as trooper with Virginia State Police 1/2/52 to 4/11/55 during which time he was given three-day suspension for firing a warning shot at a fleeing felon; was contrary to Virginia State Police rules to fire warning shots. Applicant became sheriff of Isle of Wight County, Virginia, 1/1/56.

Applicant's brother was convicted in 1942 for crime of murder which resulted from his stabbing to death a man involved in a fight. He was sentenced to ten years in the penitentiary and given a conditional pardon a year and a half later to enlist in the U. S. Army. His civil rights were restored by the Governor of Virginia in 1946. The brother is now well respected in the community where he lives.

An article appearing in the Suffolk News Herald, a daily newspaper published in Suffolk, Virginia, under date of May 30, 1956, reflected that a person named H. C. Taylor was a member of the arrangements committee for a meeting of the Isle of Wight County, Virginia, citizens to form a Sixtieth Chapter of an organization known as "Defenders of State Sovereignty and Individual Liberties." This organization was incorporated as a non-profit organization at Richmond, Virginia on 10/26/54, and now has chapters throughout the State of Virginia. The purposes as stated in the articles of incorporation are: (1) to disseminate information concerning the fundamental principles and concepts of our Federal Government; (2) to teach the necessity of the Federal Government restricting itself to its proper sphere and of preserving the sovereignty of the states; (3) to instill a recognition of the worth to each individual of the historic liberties of citizens of the United States; (4) to seek by all

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason *cc* \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons *(4)* \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease *AGG* \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

*Mr. Nease*  
*Mr. Mason*

RECORDED - 73

INDEXED - 73

AUG 17 1956

*66-2554-12488*

58 AUG 20 1956

Memo to Mr. Tolson

honorable and lawful means the retention by each state of its full right and power to regulate its own domestic arrangements and within the limits of the law at any time existing, to study, plan and advocate means and methods by which the people may enjoy this right and power; (5) to employ such legal staff as necessary; (6) to publish a magazine, newspaper, or other periodical, and to employ representatives to advocate legislation favorable to those views.

Although we have no proof that applicant is the H. C. Taylor named as a member of the arrangements committee, the Bureau file on this organization has been reviewed on the assumption the two are identical. Investigation by Norfolk and Richmond Offices discloses no indication of illegal activities by the organization or any of its officers. Persons known to be members are reported to be of good reputation and for the most part, the officers are civic leaders in their communities. Mr. J. Edward Lawler, Vice-president of Union Life Insurance Company, Richmond, and a former Bureau Agent, advised there is no indication of illegal activities and it appears to be a group of respectable, high-type people in Virginia who organized with a view to circumventing the Supreme Court decisions in the public schools segregation issue or achieving a reversal of the decision through legal means. Representative William M. Tuck of Virginia has been a frequent speaker at organization meetings, and in December, 1955, Virginia Attorney General J. Lindsay Almond was the speaker at such a meeting. The Chief of Police at Farmville, Virginia, and the Sheriff of Nottoway County, Virginia, are members. Our inquiry into the organization's activities has revealed doctors, lawyers, bankers, merchants, judges and city and county officials as members of this organization. (105-32909)

SAC Faisst states applicant is aggressive, makes a favorable impression and has a pleasing personality. He believes applicant is a level-headed person who would refrain from taking an active part in any organization which would affect his position as a law enforcement officer. SAC Faisst recommends applicant be invited to attend the Academy. Applicant is capable of strenuous physical exertion and no derogatory information was developed by the investigation or from a review of Bureau files.

The question is whether the Sheriff Taylor should be invited to attend the 58th Session of the FBI National Academy in view of the possibility he may have some connection with the above-mentioned organization.

EXECUTIVES CONFERENCE CONSIDERATION: (BCB:smk)

Present at Executives Conference on 8/8/56 were Messrs. Nichols, Boardman, Tamm, Parsons, Rosen, Belmont, Nease, and B. C. Brown. Mr. Nichols pointed out that possible embarrassment might

Memo to Mr. Tolson

result from accepting Sheriff Taylor for this next session of the Academy, in view of the likelihood that he is identical with the H. C. Taylor who has been active in the "Defenders of State Sovereignty and Individual Liberties," which is apparently similar to the White Citizens Councils and other organizations throughout the south. Considerable activity can be expected from such groups during the next few months, while the school integration question is being debated. The Bureau can reconsider Taylor's application for the 59th or some subsequent session of the Academy after the integration question has quieted down, in the event Taylor is still sheriff. Conference agreed with Mr. Nichol's views and unanimously recommended Taylor not be accepted for the 58th session of the National Academy. If you agree, no invitation will be extended to Taylor.

*✓ jcc* *LB*

MR. TOLSON

August 6, 1956

THE EXECUTIVES CONFERENCE

LAW ENFORCEMENT CONFERENCES  
CALENDAR YEAR, 1957

The Executives Conference, consisting of Messrs. Nichols, Boardman, Rosen, Tamm, Nease, Conrad, Hennrich and B. C. Brown, on 8/6/56, considered the suggestion of the Investigative Division that topic, "Fugitive Investigations," be developed for annual Law Enforcement Conferences throughout the field in 1957.

Factors making this topic desirable are: (1) The Unlawful Flight Statute has been broadened this year to include the crime of arson punishable as a felony; (2) increased number of apprehensions by FBI of Unlawful Flight Fugitives indicates law enforcement officers are availing themselves of facilities of the FBI under the Unlawful Flight Statute, and that possibly an increased number of individuals committing local crimes are travelling interstate; (3) it was apparent during the conferences of the States' Attorneys General that a number of those attending the conferences lacked understanding of the Unlawful Flight Statute, as indicated by the fact that some wanted the Unlawful Flight Statute amended to include attempts to commit certain crimes, such as murder, rape, etc., which are already included in the Statute.

Conference was advised that other cooperative functions of the FBI, such as the placing of stops in the files of the Identification Division, might be included in discussions under the topic, "Fugitive Investigations."

Conference was unanimously in favor of the suggested topic. Mr. Nichols pointed out, however, that consideration should be given to dressing up the title to give it more public appeal. Conference was in favor of this idea also, and it was suggested that representatives of the Records and Communications, Investigative, and Training and Inspection Divisions work out a more suitable title which will include the main theme of Fugitive Investigations. In accordance with this suggestion, the topic decided upon is Law Enforcement and the Fleeing

BCB:wmi  
(7)  
cc - Mr. Nease  
Mr. Mason  
Mr. Nichols  
Mr. Rosen

SENT DIRECTOR  
8-15-56

RECORDED - 78 66-2554-12489

INDEXED - 78 3 AUG 20 1956

523 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/2/98 BY SP-2/ML

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

AUG 10 1956

Felon." If you approve, appropriate action will be taken to develop this topic for next year's Law Enforcement Conferences.

OK  
T

MR. TOLSON

August 15, 1956

THE EXECUTIVES CONFERENCE

ERROR SYSTEM AT THE SEAT OF GOVERNMENT

Executives Conference on 6/13/56 recommended continuation throughout the month of July of the system which had been tried experimentally during the months of May and June for recording errors detected within each Division on outgoing correspondence. Conference was to re-evaluate program in August, 1956.

ERRORS DETECTED WITHIN DIVISIONS 7/1-31/56:

<u>Division</u>	<u>Total Number</u>	<u>Division</u>	<u>Total Number</u>
Identification	77	Records and Communications	101
Training and Inspection	5	Domestic Intelligence	375
Administrative	152	Investigative	276
		Laboratory	166

The total for all Divisions for July was 1,152 as compared with 1,277 for June. Conference was advised that the figure of 2,113 for the month of May was not comparable with the June and July figures because the scoring standards were not the same during May as for the following two months. A uniform system of scoring errors was adopted in June, making it possible to more accurately compare the months of June and July.

EXECUTIVES CONFERENCE CONSIDERATION:

Present at the Conference on 8/15/56 were Messrs. Nichols, Belmont, Parsons, Mohr, Tamm, Rosen, Nease, Henrich, and B. C. Brown. Conference noted that some progress had been made in reducing the number of errors during July and unanimously favored the continuation of the system throughout the month of August, with re-consideration in September.

BCB:wjm  
(5) *wjm*  
cc - Mr. Nease  
Mr. Mason

SENT DIRECTOR  
8-15-56

RECORDED - 78

INDEXED - 78

AUG 20 1956

*1. OK*  
*2. Jan most concerned about the large number of errors in all Division of Dept*  
*Training + Insp. Div.*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/82 BY SP5 C/leg

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- andy \_\_\_\_\_

AUG 20 1956



Mr. Tolson

The Executives Conference

SPECIAL CONFERENCES ON  
FUGITIVE INVESTIGATIONS

58914

According to established Bureau policy, each field office is to hold one Law Enforcement Conference each calendar year. The conferences being held during 1956 are on the subject of Automobile Theft.

Memorandum from F. L. Price to Mr. Rosen, dated 7/24/56, entitled, "Law Enforcement Conferences Calendar Year 1957," recommended that the conferences for the calendar year 1957 be on the subject of Fugitive Investigations. The Training and Inspection Division concurs in this recommendation.

EXECUTIVES CONFERENCE CONSIDERATION:

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP-5/eq

cc Mr. Mason  
cc Mr. Nease  
LAF:mcc  
(7) *mm*

EX-104

RECORDED - 78

INDEXED - 78

66-2554-12491

6 AUG 20 1956

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

51 AUG 20 1956

Mr. Tolson

July 30, 1956

The Executives Conference

COMMUNICATIONS - "CHANGED TITLES"

ASAC Joseph P. McMahon, San Francisco, has proposed that the present rules concerning "Changed Titles" be extended to all correspondence, including communications between field offices. He states that the opening of duplicate files in the field results greatly from correspondence between field offices where the title is changed. Present rules as to title changes do not apply to communications between field offices.

PRESENT POLICY: Manual of Rules and Regulations, Section 4, page 3 (d) and Manual for Field Stenos, Section 3, page 5a (f) set out the following as to "Changed Titles": To insure completeness of Bureau records, title of any communication to Bureau (on teletype if practical) shall be marked CHANGED when title is not in exact conformance with previous correspondence to the Bureau. The change shall be explained in the first paragraph of the details, indicating specifically what has been added, deleted or changed with sufficient clarity so that at least the principal name in the title of prior communication can be identified.

OBSERVATIONS: Records and Communications Division is opposed to the suggested revision of instructions as to changed titles as it would result in incomplete indexing at the SOG or necessitate the use of an elaborate administrative procedure to insure that all changes are furnished to the Bureau. Further, if inter-office communications (copies not sent to Bureau) were changed, aliases could be added and would not be carried in later communications to the Bureau as it is not necessary to include all subjects and aliases in subsequent correspondence after change has been made. Records Section states that if proposed rule is adopted, it would be necessary to review Bureau file each time a piece of correspondence is received at SOG to insure complete indexing; that present Bureau rule is complex and to adopt proposed change would make it much more complicated. Previous consideration has been given to this idea and it was opposed as it would destroy certain benefits now gained at the SOG through streamlined procedures for searching and indexing Bureau mail.

cc - Mr. Mason  
cc - Mr. Nease  
Mr. Tolson  
Mr. Boardman  
Mr. Nichols  
Mr. Belmont  
Mr. Mohr  
Mr. DeLoach  
Mr. Casper  
Mr. Callahan  
Mr. Conrad  
Mr. Felt  
Mr. Gale  
Mr. Rosen  
Mr. Sullivan  
Mr. Tavel  
Mr. Trotter  
Mr. Tele. Room  
Miss Holmes  
Miss Gandy

Mr. Mason  
Mr. Nease

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP5/ajg

RECORDED-117

INDEXED-117

EX-126

66-2554-12492

25 AUG 29 1956

1 AUG 30 1956

Memo to Mr. Tolson.

Training and Inspection Division concurs with the recommendation of the Records and Communications Division. Although there would be some direct benefits to the field in adopting the proposed change, they would be off set by the liabilities imposed by increased work at the SOG to insure complete indexing. Proper referencing of correspondence under the existing Bureau rules will greatly decrease the possibility of duplicating files in field offices. Possible counter-proposal would be to adopt suggested rule and require that the Bureau receive copies of all communications; however, this would add an unreasonable amount of unnecessary work in the Records Section at the SOG.

EXECUTIVES CONFERENCE CONSIDERATION:

Present at the Executives Conference 7/30/56 were Messrs. Nichols, Boardman, Belmont, Mohr, Rosen, Parsons, Trotter, and B. C. Brown.

Conference was unanimously opposed to the suggestion and recommended that no change be made in present regulations concerning the reporting of "Changed Titles." If you agree, no further action is necessary.

Mr. Tolson

8/1/56

The Executives Conference

SUGGESTION NUMBER 27-57  
Made by Miss [redacted]  
Training and Inspection Division

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP-5 cjp

SUGGESTION: That the regulations pertaining to Annual Seat of Government Tests (for stenographers, typists and teletypists) be altered to provide that after a given employee has successfully passed a given test for a certain number of successive years (5 years suggested), said employee no longer be required to take the annual SOG test unless some inadequacy in employee's work indicates the desirability of a test.

PRESENT PROCEDURE: Operations and Procedures Manual, Section 6a, 1, provides for annual tests to all qualified Bureau stenographers, typists and teletypists. (Tests administered by employees' supervisors.)

ADVANTAGES STATED: 1. Save time expended by experienced employees in taking these exams.

2. Save time expended in giving and correcting these exams.

3. An annual test of this type is no particular proof of ability, as the most capable and efficient employee is likely to become nervous at the mere mention of the word "test" -- particularly when the consequences of failure hang over employee.

OBSERVATIONS:

RECORDED - 78

In favor of suggestion: EX. 117

66-2554-12493

1. Training and Inspection Division. 25

2. Mrs. [redacted] thinks this is a good suggestion -- perhaps 10 years would be a better figure than 5 and she thinks it should be on actual years on stenographic work and not count any years on clerical duties.

3. Mr. Gordon A. Nease agrees with Mrs. [redacted]

Mr. Nease  
Mr. Mason  
Personnel file of [redacted]

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

SEP 7 1956

cc -  
(6)

b6  
b7C

8/1/56

Opposed to suggestion:

1. Administrative Division believes through these tests the Bureau can maintain control over the qualifications of employees involved and a measurement of the adequacy of training can be achieved. It is a spur to maintaining desired efficiency in personnel and may serve as a key to determining needs of certain types of personnel. When production rates of stenographers and typists are not maintained and stenographic delinquency occurs, the tests may show that the stenographers and typists are not producing to desired efficiency or that the weakness lies in the inadequacy of the agents' dictation ability.

Administrative Division does not believe the testing should be done away with merely because an employee becomes nervous when taking the test. The very fact that an employee becomes nervous in taking a test may point up a deficiency in that employee's qualifications. Also, in this case, the test might reveal weaknesses which the employee could be helped to overcome and remove.

Inspection Conference in June 1956 considered a somewhat similar suggestion to the effect that Inspectors no longer give examinations during inspections in the field to Agents, stenographers, typists, teletype and radio operators, but that SACs administer such examinations annually. Executives Conference on 7/12/56, unanimously recommended adoption of this idea. You opposed this change and the Director agreed with you that Inspectors should continue to give examinations as an incentive to greater manual study.

EXECUTIVES CONFERENCE CONSIDERATION: BCB:ceh 9/5/56

Present at the Conference 7/30/56 were Messrs. Nichols, Boardman, Trotter, Rosen, Mohr, Parsons, Belmont and B. C. Brown.

Conference was divided on the question. Messrs. Nichols, Trotter, Parsons, and Brown favored adoption of the suggestion. (Mr. Nease also favors suggestion as indicated previously.) The minority favored continuation of the present regulations.

If you favor adoption of the suggestion, appropriate changes will be made in manuals to exempt from the annual Seat of Government tests those stenographers, typists, and teletypists who have passed a given test for five successive years.

I agree with Admin Div  
that annual tests - I concur  
should be continued

MR. TOLSON

August 15, 1956

THE EXECUTIVES CONFERENCE

POST EXCHANGE  
QUANTICO, VIRGINIA

66-65-1178  
223 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP-5 a/dg

PER. FILES

Executives Conference on 8/15/56, with Messrs. Nichols, Belmont, Parsons, Mohr, Tamm, Rosen, Nease, Henrich, and B. C. Brown present, considered whether an exception to the new rule that Bureau employees shall not make purchases at any Post Exchange should be made with regard to the Post Exchange at Quantico.

Conference was advised that Bureau personnel and National Academy men while quartered at the FBI barracks and on duty at Quantico, have had the privilege of making purchases at the Post Exchange. Authority for this was contained in a letter from the Secretary of the Navy to the Attorney General dated 9/12/39.

The Marines apparently value our patronage. As an example, Bureau issued instructions in June, 1949, during the time a Congressional investigation was being conducted into complaints by retail merchant associations against operations of Post Exchanges, which prohibited Agents from purchasing at the Post Exchange, with the exception of the staff at Quantico. In January, 1950, Generals Cates and Shepherd commented to former SAC R. A. Newby that FBI purchases at the Quantico Post Exchange had fallen off considerably and General Cates remarked that General Shepherd should do something to get the FBI business back again. They pointed out that the profit made from the Post Exchange was used to support Marine athletic teams at the Quantico Base. Executives Conference on 1/30/50 unanimously recommended, and Director approved, that our personnel be permitted to purchase at the Post Exchange while at Quantico.

Conference was advised that the privilege of purchasing at the Post Exchange is more a convenience than a money-saving proposition inasmuch as many items for sale there can now be purchased for less at retail discount houses. Personnel attending schools at Quantico could obtain toilet articles and other necessary items at the town of Quantico,

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

BCB:wmi  
(5)

cc Mr. Nease  
Mr. Mason

EX-116  
RECORDED 75  
INDEXED 75  
SENT DIRECTOR  
8-16-56

66-2557-12494  
SEP 6 1956

59 SEP 17 1956



Memo for Mr. Tolson

a short distance beyond the Post Exchange and across the railroad tracks. Conference considered it desirable not to encourage our personnel to visit the town of Quantico any more frequently than necessary, in order to avoid any possible embarrassment.

Under present arrangements at Quantico, Agents attending In-Service and National Academy men are afforded temporary cards permitting them to make purchases at the Post Exchange. Personnel assigned to the Quantico staff are issued Post Exchange cards which are valid for four years. All purchases are for cash. SAC Sloan states that FBI patronage is valued by the Post Exchange and that our good relations are enhanced by our purchases at the Exchange.

The Executives Conference was unanimously in favor of exempting the Quantico Post Exchange from the present Bureau rule and permitting personnel assigned at Quantico and attending schools there to continue patronizing the Post Exchange as in the past.

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE August 2, 1956

FROM : MR. MASON

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 8-2-82 BY SP4 Cly/deg

SUBJECT: EXECUTIVES CONFERENCE MEMORANDA --  
RETENTION OF TICKLER COPIES BY TRAINING  
AND INSPECTION DIVISION

Tolson	_____
Nichols	_____
Boardman	_____
Belmont	_____
Mason	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Nease	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

*Executive Conference*

We propose that the Training and Inspection Division limit the retention of tickler copies of Executives Conference memoranda to those for the current and prior calendar year. We now maintain a file of tickler copies of these memoranda dating back to July 1, 1945; retention authorized, memorandum H. H. Clegg to Mr. Tolson, 2/9/50, on basis of usefulness for ready reference in handling SAC Letters, Bureau Bulletins and Bureau Manuals.

We have had under consideration the reduction of this file, which now occupies two file drawers, in order to conserve both file space and clerical time devoted to maintenance. Because of relative infrequency of reference to the older memoranda, we feel that retention can be limited. It is suggested we be authorized: (1) to destroy the tickler copies for all years prior to January 1, 1955, at this time; (2) to destroy, as of December 31 each year, all of these ticklers for the prior calendar year; that is, as of December 31, 1956, we would destroy all copies for the calendar year 1955.

NOT RECORDED

Because of relatively infrequent use of these older memoranda, we can utilize Records Section copies without unduly slowing down operations. Records Section maintains yellow copies of Executives Conference memoranda in date order (two separate files, one for personnel action, other for all other Executives Conference action); original copies filed as to subject matter. These memoranda are indexed by Records Section, both as to subject matter and as to serial number of yellow copy; Training and Inspection Division does not maintain separate index on tickler copies. We feel it is necessary to continue to retain a full prior year's copies because of frequent referral to the more recent memoranda primarily in connection with preparation of SAC Letters and Manual Revisions (questions frequently arise as to intent behind rules which have been decided by Executives Conference), and in considering suggestions under Bureau's suggestion program (many suggestions are of a recurring nature and have previously been presented to Executives Conference).

ORIGINAL COPY FILED IN 1-10-1956

ATH:wmj  
(3)  
66 SEP 10 1956  
*destroyed up to 1-55*  
*the letter set 8-31-56*

SEP 4 1956

Memo for Mr. Tolson

RECOMMENDATIONS:

(1) That we be authorized to destroy at this time all tickler copies of Executives Conference memoranda up to January 1, 1955.

(2) That we destroy as of December 31 each year all tickler copies of Executives Conference memoranda up to January 1 of the same year.

MB

*Handwritten signatures and initials:*  
2/1/55  
J. Edgar Hoover  
JH

Mr. Tolson

September 6, 1956

The Executives Conference

On September 5, 1956, the Executives Conference with Messrs. Tolson, McGuire, Brown, Rosen, Belmont, Hennrich, Nease, Parsons, Mohr and Q. Tamm being present was advised of the situation regarding the possible dissemination of arrest information by the Metropolitan Police Department, Washington, D. C., to the public.

On August 20, 1954, the 83rd Congress approved Public Law 609 which in effect instructed that the Metropolitan Police Department open to public inspection its current arrest books. The purpose of the Act was to preclude possibility on part of the Washington Police to make so-called "secret" arrests.

On June 6, 1956, the Corporation Counsel's Office of the District stated in an opinion that while central records of the Police Department were not specifically included in the language of the statute, the Corporation Counsel felt the Washington Police could within discretion of the Police Chief release central records information to the public. These central records of the Police Department include copies of identification records furnished by the FBI.

By letter dated March 18, 1955, Chief of Police Robert V. Murray advised the Director of the passing of this public law as well as a then rendered opinion of the Corporation Counsel that local criminal records could be furnished to interested citizens. Murray in this letter advised that criminal records received from the FBI would not be made available to the public. This position of Chief Murray has been reiterated as recently as June 12, 1956, in conversation with SAC Laughlin of the Washington Field Office that records as furnished by the Bureau would not be made available.

66-2554-12495  
SEP 7 1956

On August 27, 1956, Mr. Ralph Quinter, an Assistant Corporation Counsel, called at the Bureau to discuss the Bureau's dissemination policy with regard to identification records. Quinter advised of the recent Corporation Counsel's ruling and of a form which Chief Murray had submitted for approval to the Corporation Counsel for use in disseminating arrest information from the Metropolitan Police Department's files to the general public. This form indicated that the information contained thereon was local and other arrest information might be contained in the files. Mr. Quinter advised that he was opposed to the police placing such qualifying language on their forms since this

INDEXED-90 RECORDED-90

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

1 - Mr. Nease

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP5CJ/deg

51 SEP 10 1956  
OT:VH

29

Memorandum for Mr. Tolson

would precipitate further inquiry by the general public. He is going to advise local police accordingly. However, Mr. Quinter did raise the question with regard to the Bureau's policy for disseminating information. He is aware of the Act of Congress dated June 11, 1930 (Title 5, Section 340, United States Code) which states that the FBI is provided with funds "for the acquisition, collection, classification and preservation of identification and other records and their exchange with the duly authorized officials of the Federal Government, of state, city and other institutions."

Quinter stated he was not being contentious but during the course of his research on this matter several questions had been raised. Quinter stated confidentially that he thought the opinion of the Corporation Counsel of June 6, 1956, making available the central records of the Police Department did not fall within the purview of the statute but, because it had been rendered by his official superior, he could not comment on it officially. Quinter stated that his review of the Act of Congress would indicate that the FBI was "duty bound" to make available records from its Identification Division files to all police departments and that the statement on the records "for official use only" was a restriction more in the nature of an administrative device with no authority in legislation for proper enforcement should the record be used by some unscrupulous agency for purposes other than "Official use."

The current language in the Bureau's annual appropriation provides for funds to be used by the FBI "for the acquisition, collection, classification and preservation of identification and other records and their exchange with the duly authorized officials of the Federal Government, of state, city and other institutions." The Identification Division felt that the words, the dissemination of these records for the official use only of duly authorized officials of the Federal Government, of state, city and other institutions, should be added for emphasis to the appropriation wording.

The Conference is of the opinion that the present wording of the Bureau's annual appropriation is sufficiently strong to permit the Bureau to insist upon the confidential nature of its records and recommends no change. It is felt that the matter of proper dissemination of identification records can be handled with individual law enforcement agencies and especially with the Metropolitan Police Department because of the assurance of Chief Murray that records received from the Bureau will not be disseminated by administrative action.

1. I have no faith in any assurance given by Murray
2. I think we should consider inserting in legislation some restrictive phrase for it is not there now. If the D.C. decides to make records of F.B.I. information available I doubt we could do much about it. H

DATE OF MAIL 9-6-56

HAS BEEN REMOVED FOR THE CONFIDENTIAL FILE ROOM OF THE DOMESTIC INTELLIGENCE DIVISION.

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/13/92 BY SP3CJ/dcg

SEE FILE 66-2554-7530 FOR AUTHORITY.

SUBJECT JUNE MAIL *Executive conference*

REMOVED BY 59 SEP 11 1956<sup>393</sup>

FILE NUMBER: 66-2554-12496

PERMANENT SERIAL CHARGEOUT



ST  
4  
Mr. Tolson

The Executives Conference

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY 205 w/dcf  
8/29/56

~~STATE-WIDE MEETINGS~~  
~~FBI NATIONAL ACADEMY GRADUATES~~  
*F.B.I.N.A. Graduates*

Present at Executives Conference 8/29/56 were Messrs. Belmont, Parsons, Tamm, Rosen, Callahan, Hennrich, Holloman, Nease and Brown. The Conference was advised that the Philadelphia and Pittsburgh Offices were instructed by letter 8/23/56 to cancel the planned retraining session for the FBI National Academy Graduates in the State of Pennsylvania which was scheduled for October 14 - 16, 1956, and to divide the graduates into 2 groups for retraining purposes. This action was taken upon the Director's instructions that we experiment in the State of Pennsylvania to determine the feasibility of dividing National Academy Associates into groups following the geographical lines of field divisions, rather than have state-wide meetings where 2 or more offices are located in the same state.

SAC McCabe of the Philadelphia Office, after discussing this matter with the ASAC at Pittsburgh, has requested that the splitting of the Pennsylvania Graduates into 2 groups be deferred until 1957 for the following reasons:

- (1) Officers from both sections of the state have made their plans for the retraining session which was announced last spring and many have scheduled their vacations to coincide with the retraining session.
- (2) Arrangements were made in February, 1956, for holding the meeting at the Pocono Manor Hotel and it is rather late in the season to cancel these reservations.
- (3) Letters have been sent to all graduates in the State of Pennsylvania concerning the retraining session and replies have been received requesting reservations at Pocono Manor; it would be most awkward to cancel these reservations.

cc - Messrs. Nease  
B. C. Brown  
Nichols  
Tamm

RECORDED - 60

INDEXED - 60

66-2554-1249  
25 SEP 7 1956

SENT DIRECTOR  
8-29-56

BCB:hcc  
SEP 12 1956

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mason \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

Memo for Mr. Tolson

(4) It would be difficult to explain to the graduates why in the absence of an emergency, the state-wide retraining session which is now only 6 weeks away is being canceled.

SAC McCabe recommends that the state-wide meeting be held as scheduled in October and that Bureau representatives attending the meeting in October arrange with the graduates to hold separate retraining sessions in 1957. McCabe believes this can be handled in such a way as to have the graduates recommend the separation themselves.

The Executives Conference unanimously favored adopting McCabe's recommendation. If the Director agrees, SACs at Philadelphia and Pittsburgh will be instructed to hold the retraining session as planned October 14 - 16, 1956, and to take necessary action to have separate retraining sessions in each field division in 1957.

*"OK. It is futile for us to get out of a rut. We might as well just drift along. D."*

MR. TOLSON

SEPT. 10, 1956

THE EXECUTIVES CONFERENCE

*1/10*  
~~FBI NATIONAL ACADEMY~~  
GRADUATION SPEAKERS  
November 16, 1956

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/99 BY SP-5 *scj/deg*

The Executives Conference on 9/10/56, composed of Messrs. Tolson, Tamm, Mohr, Parsons, Nease, Hennrich, Rosen, Belmont, McGuire, Holloman, and B. C. Brown, unanimously recommended the following as speakers for the National Academy graduation exercises on 11/16/56:

1. Vice President Richard M. Nixon. Mr. Nixon addressed the graduating class of the 53rd Session of the National Academy on 6/11/54.

2. Harold R. Medina, Judge, United States Circuit Court of Appeals, New York. Judge Medina was invited to address the graduating class of the National Academy on June 11, 1954, but was President of his Princeton class of 1909 which was holding its reunion the same day. He was again invited to speak to the graduating class on November 19, 1954, but he had a prior speaking engagement for the Oklahoma State Bar on the same date. He stated he would be with us some day if we still wanted him. The Bureau has continued on excellent terms with him.

3. Father Theodore Hesburgh, President, University of Notre Dame, as the alternate in the event one of the first two cannot accept. Father Hesburgh was invited to address the National Academy graduating class 6/11/55, but had a prior commitment. The Bureau assured him we would again extend an invitation to him.

In the event these speakers are approved, invitations will be issued at once to Vice President Nixon and Judge Medina; if either one declines, Father Hesburgh will be invited, if you approve.

*Invite Medina & Hesburgh*  
66-2554-12498  
SEP 19 1956  
BCB:wmj  
(5)  
cc - Mr. Nease  
Training & Inspection Division  
RECORDED - 78  
INDEXED - 9  
18 SEP 14 1956

1-4-10448  
ORIGINAL COPY FILED IN

son  
ols  
man  
ont  
ns  
owd  
oom  
an

Mr. Tolson

September 5, 1956

The Executives Conference

~~SPECIAL KIDNAP SQUAD SCHOOL~~

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP-5 C/164

The Conference, with Messrs. Tolson, Mohr, Tamm, Parsons, Nease, Hennrich, Belmont, McGuire, Brown, and Rosen in attendance, considered reinstating a specialized training session to be devoted to the handling of a kidnaping case.

The last Kidnap Squad training sessions were held between October 26, 1953, and January 29, 1954. Five Kidnap Squad courses were conducted, the last of which was on January 29, 1954.

On July 1, 1954, a special one-day conference was held for ten SAGs, ten administrative officers, and ten liaison officers who had been trained during the previous Kidnap Squad courses.

Total Number of Agents Trained

A total of 290 persons attended the above courses. Upon completion, they were qualified to participate in various capacities in any future kidnap cases. Personnel so trained were allocated to four squads as follows:

Eastern Squad	- - -	106
Southern Squad	- - -	78
Western Squad	- - -	56
Midwestern Squad	- - -	50

Included in the Eastern Squad are 16 Laboratory technicians who are available to all squads.

There has been a reduction in the total personnel available. As of September 5, 1956, there is available a total of 258. (The total available includes persons temporarily removed because of assignments outside of the United States, limited duty, probation status, special assignment, and illness.)

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mason \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
W.C. Sullivan \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_

AR:mfb  
(10)

EX-112

RECORDED - 53

INDEXED - 53

66-2554-12499

11 SEP 17 1956

cc: 1 - Mr. E. C. Brown  
1 - Mr. Nease  
1 - Mr. Mohr

51 SEP 18 1956

Memorandum for Mr. Tolson

RECOMMENDATIONS:

The Conference recommended:

(1) That a Kidnap School be set up for the earliest available date, namely, September 24, 1956.

OK  
H

(2) That the school be composed of eight SAGs who can, immediately upon completion of the school, assume complete charge of a kidnaping case. This is necessary in order to enlarge our present list of approved SAGs able to head up a Kidnap Squad.

OK  
H

(3) That the following SAGs be selected to receive this training now:

SAC D. K. Brown, Baltimore  
SAC H. G. Foster, Newark  
SAC C. E. Weeks, Miami  
SAC H. G. Maynor, San Diego  
SAC T. J. Gearty, Butte  
SAC L. E. Laughlin, Washington Field  
SAC Percy Wily, Kansas City  
SAC Scott Aiden, Knoxville

OK  
H

(4) That in addition SAC D. S. Hostetter, Chicago, be instructed to attend to not only participate in the discussion but also assist in the over-all training program.

OK  
H

(5) That Messrs. R. K. Moore and E. B. Hargett of the Training and Inspection Division attend to receive the

Memorandum for Mr. Tolson

training in order to take over as Agent in Charge of the Kidnap Squad.

O.K.  
H

(6) That in addition to the afore-mentioned, a selected group of eight ASACs be instructed to attend. They would be selected from offices other than those named above where the SACs will be instructed to come in.

OK  
H

(7) That the total complement of personnel, in addition to those above, be approximately 60 in order that there will be two working squads of 30 men each.

OK  
H

(8) That the personnel to be selected, and the training curriculum to be followed, be immediately worked out among the Administrative Division, Training and Inspection Division, and Investigative Division.

OK  
H

(9) That, following the school, hereafter all In Service training courses include specialized kidnap training for those Agents assigned to criminal work in the field. Such appropriate training would be worked into the present In Service training given to all Agents assigned to criminal work.

OK  
H

(10) That it was not thought advisable at this time



Memorandum for Mr. Tolson

to give specialized kidnaping training to those Agents assigned to security work in the field.

OK  
H

If the Director approves the above program, steps will be taken to immediately proceed to set up a Kidnap Squad School to commence September 24, for approximately ten days to two weeks (the curriculum to be immediately drawn up), and the above program implemented.

OK  
H

MR. TOLSON

Sept. 12, 1956

THE EXECUTIVES CONFERENCE

58915 323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/12/02 BY 2825/du/dq

FBI NATIONAL ACADEMY ASSOCIATES NEWSLETTER

FBI N.A. Associates Newsletter

Executives Conference on 9/12/56, with Messrs. Belmont, Parsons, Mohr, Rosen, Trotter, Heinrich, McGuire, Holloman, and B. C. Brown present, considered whether the Bureau should continue publishing the FBI NA Newsletter. Conference was advised this is presently published every two months at the Bureau, at Bureau expense, and is distributed to each National Academy graduate in good standing, plus five copies to each field office, a total of 3,100 copies of each issue being printed. Newsletter contains personal items concerning National Academy graduates, including brief Interesting Case items and investigative techniques in cases handled by National Academy graduates. Approximate cost of each bi-monthly Newsletter, including printing, materials, and Bureau employee time, exclusive of Agent time in the field in contacting National Academy graduates for the information, is \$626.00, or less than \$4,000 per year.

A survey of all field offices has been completed to obtain views on whether this publication should be continued. Thirty-one SACs recommended, without reservation, that the Newsletter be continued in its present form, and published each two months. Some SACs commented they were amazed at the interest exhibited by the graduates in the Newsletter, that it is avidly read from cover to cover by many graduates, that it gives them an opportunity to follow activities of fellow graduates, and that it provides them with ideas on investigative methods. Some SACs commented the Newsletter could not be dropped without loss to the Bureau and without considerable disappointment among graduates. Nine SACs recommended the Newsletter be discontinued: Anchorage, Buffalo, Dallas, Knoxville, Memphis, Oklahoma City, Omaha, Richmond, and Springfield. Consensus of these offices was that graduates scan or casually read Newsletter for items of interest concerning their classmates, and are not particularly interested in balance of information.

The remaining SACs all recommended the Newsletter be continued but with certain modifications. Six offices suggested it be published on a quarterly basis; Butte recommended newsletter be replaced by yearly directory showing title and location of graduates together with items of interest; Minneapolis suggested it be published annually and that

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Enclosure

BCE:wjm

RECORDED - 78  
INDEXED - 78

cc - Mr. Nease 66-2554-12500  
Training and Inspection Division

16 SEP 17 1956

SEP 12 1956

58916

Memo for Mr. Tolson

each office be permitted to publish its own Newsletter containing items solely of interest to graduates within each division; Houston and Salt Lake City recommended it be published semiannually and Newark recommended it be published at longer intervals than now. Salt Lake City felt that items in the Newsletter should be confined to matters relating to law enforcement and official activities of graduates rather than personal and family items.

The Executives Conference felt that in view of approval of Newsletter in its present form by a large majority of SACs, it should be continued in its present form; that it establishes a link between class members across the country, and to a certain extent compensates for the absence of a retraining session here in Washington. To publish it less frequently than at present would make it more bulky than it now is and many of the items would be too old to be newsworthy.

If the Director concurs with the recommendation of the Conference, attached proposed SAC Letter will be sent to the field advising the field that the Newsletter will continue to be published as at present and instructing the field to exercise greater care in furnishing to the Bureau interesting items concerning the graduates.

OK  
H.

Mr. Tolson

9/24/56

The Executives Conference

Graduation Exercises  
58th Session ~~FBI~~ National Academy  
November 16, 1956

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/3/02 BY SP-5 [signature]

The Executives Conference on September 24, 1956, considered the names of various individuals as a speaker at the graduation exercises of the 58th Session of the FBI National Academy on November 16. Those present were Messrs. Tolson, Trotter, Parsons, Sizoo, Belmont, Holloman and Tamm. The Conference recommended three individuals in the following order:

1. Mr. Carrol M. Shanks, President, The Prudential Insurance Company of America, Newark, New Jersey
2. Lieutenant General Merrill B. Twining, Commandant, Marine Corps Schools, U. S. Marine Corps, Quantico, Virginia
3. David Maxwell, President, American Bar Association

Shanks is one of the youngest insurance executives in the business, being about 53 years of age. On two occasions, one in 1955 and the other in April 1956, the Bureau instructed our Legal Attache in Paris to be of assistance to Mr. Shanks. As President of the Prudential Insurance Company, Shanks has a business dealing with the Bureau in that the Special Agents Mutual Benefit Association (SAMBA) program is handled by Prudential. We have not investigated Shanks. There were a few references to him in Bureau files which do not appear to be of great significance. These are: In 1954, one Carlton Smith of the National Arts Foundation was reported to have applied for a visa to visit Russia. Smith, in 1949, requested Shanks to serve on a committee of the National Arts Foundation but Shanks did not serve. In 1951, during the investigation of one Lewis Merrill, Security Matter - C, it was reported that Merrill was president of the Mershaw Publishing Corporation. Shanks was the Chairman of the Board. Merrill was reported to be a member of the National Committee of the Communist Party in the

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Tamm  
cc: Mr. Nease

EX-110

66-2554-12507

RECORDED-29

16 SEP 26 1956

INDEXED-29

SEP 27 1956

SSR:mas

(5)

Enclosure

[Handwritten initials]

Memorandum for Mr. Tolson  
Re: Graduation Exercises  
58th Session, FBI NA  
November 16, 1956

9/24/56

1930's and was at one time President of the United Office for Professional Workers of America, which organization was expelled from the CIO in 1950 for supporting Communist policies. Mr. Edmond R. Cook, Chief of Investigations of the Prudential Company, has been with Prudential since Mr. Shanks joined the organization and Cook has been very high in his praise of Shanks in talking with various Bureau officials. Cook is an extremely good friend of ours.

General Twining has recently been named Commandant of the Marine Corps Schools at Quantico. We have enjoyed cordial relations with him. He is a brother of General Nathan F. Twining, Chief of Staff, U. S. Air Force.

David Maxwell was recently elected President of the American Bar Association.

We have nothing derogatory on Maxwell or Twining.

RECOMMENDATIONS:

1. It is recommended that Carrol M. Shanks, President, Prudential Insurance Company, be invited to deliver an address at the graduation exercises of the FBI National Academy on November 16. A letter to Shanks is attached.

2. If this is approved, it is further recommended that SAC Foster of Newark call Ed Cook of Prudential and inform Cook that a letter inviting Shanks to address the graduation exercises is being sent.

OK ✓  
28

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mason \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. QUINN *TAM*

DATE: 9-14-56

FROM : R. C. Anderson *RC*

SUBJECT:

**FBI #949534B  
REQUEST FOR RETURN OF FINGERPRINTS**

Tolson	_____
Nichols	_____
Boardman	_____
Belmont	_____
Mason	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Nease	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Bureau is in receipt of a letter from Acting Chief [redacted] United States Park Police, Washington, D. C., requesting return of fingerprints of captioned individual.

[redacted] advised that [redacted] was arrested July 10, 1954, on suspicion of having engaged in an act of oral sodomy, charged with investigation, photographed, fingerprinted, and released without further prosecution. Father of subject [redacted] visited Park Police on two occasions on behalf of his son and has also visited the Bureau with reference to the return of fingerprints. On occasion of his visit at the Bureau he was interviewed in Crime Records Section and advised that requests for return of fingerprints should be made by the agency by which his son was arrested. It was also pointed out to Mr. [redacted] Sr., that certain types of fingerprints taken by Federal officers had been considered a permanent part of record by the Department of Justice, and their removal might possibly be opposed.

Additional details concerning the arrest of [redacted], were obtained from the U. S. Park Police by the Washington Field Office. [redacted] and another individual, who was never identified, were arrested by a Park policeman in [redacted] car parked at Valley Avenue and Potomac Avenue, Brookmont, Maryland, (located on the C & O Canal) on a complaint which had been received by the Park Police that they were engaged in an act of sodomy. As police officer was returning to squad car after making arrest both individuals jumped in [redacted] car and fled. [redacted] was later arrested outside his home as result of a broadcast; was taken to Park Police headquarters where he admitted being passive participant in act of oral sodomy. He advised that he did not know the identity of the other individual, having met him in a downtown theater. The arrest was not based on a formal complaint or warrant but was rather an "on view" arrest. [redacted] was released shortly

Enclosures  
RCA:fjb

2 SEP 20 1956

*39 SEP 27 1956*

*me LT/Ⓟ*

166-2554-1  
SEP 24 1956

FOR INSTRUCTIONS AS TO DISSEMINATION SEE FILE 105-34074-1007

323 013

SP5CA/ky  
9/12/56

4-3

105-34074-1379 ORIGINAL FILED IN

b6  
b7c

after arrest in the custody of his father and was not prosecuted. At the time of arrest on July 10, 1954, he was 19 years of age having been born June 5, 1935. The specific charge on the fingerprint card submitted by the Park Police, under their #884, is "oral sodomy, investigation of," disposition "released."

In addition to the foregoing record, subject was fingerprinted by the U. S. Civil Service Commission for a position of file clerk with the Renegotiation Board, Washington, D. C., this fingerprint received June 15, 1955; and by the American Security and Trust Company on July 12, 1956. In connection with the two fingerprints submitted, Mr. [redacted] Sr., on the occasion of his visit to the Bureau, advised that his son had lost two jobs because of the FBI record.

b6  
b7c

POLICY RE FEDERAL FINGERPRINTS

United States Attorneys' Manual, Title 8, Page 82.1, states that United States Marshals are instructed to fingerprint every Federal prisoner without delay after assuming custody. The Manual further points out that persons applying for return of their fingerprint records should be advised that such records would not be returned or destroyed.

United States Attorneys are directed to oppose vigorously all petitions, applications, or motions filed in any district court seeking the return or destruction of such records and to advise the Department immediately upon the filing of any such petition. It should be urged in opposition that the Attorney General is an indispensable party to such litigation.

The policy on fingerprinting outlined in the United States Marshals' Manual, Sections 702.01 and 702.03, having to do with return of fingerprints, instruct that fingerprint records may not in any case be returned to a defendant whether or not he is acquitted of the charge against him. The United States Marshal is instructed to notify the United States Attorney of any request in order that appropriate action may be taken.



Mr. Quinn Tamm

9-14-56

CONCLUSIONS AND RECOMMENDATION

Departmental instructions are quite clear with reference to fingerprints taken by United States Marshals. It should be pointed out, however, that United States Marshals' arrests are made on a warrant after a proper complaint has been filed with a Commissioner or a bench warrant has been issued. In the case cited, the Park Police made an "on view" arrest without a warrant and the subject was never formally charged but was released. While there appears to be little doubt of subject's guilt, he was not prosecuted.

In view of the foregoing facts it is recommended that fingerprint card be returned to Acting Chief Leach by an agent of the Washington Field Office. It is not believed that this card should be returned over the Director's signature. If approved, there are attached memorandum of instructions and copy of the incoming communication to the SAC at Washington Field Office.

ADDENDUM: (9-17-56 QT:do) The Executives Conference consisting of Messrs. Tolson, Nichols, Holloman, Belmont, Hennrich, Nease, Parsons, Mohr and Tamm on 9/17/56 discussed the above matter and recommended the return of the fingerprints.

memo read  
9/17 W.F.O. 9/17

Handwritten initials and signatures: JH, JN, V, and a large signature.

Mr. Tolson

9/25/56

The Executives Conference

MALE CLERICAL EMPLOYEES  
AT SEAT OF GOVERNMENT

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/2/92 BY SP5CJ/def

The conference, Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Belmont, Holloman and Tamm being presented, was advised on 9/24/56 of the result of the survey of male clerical employees at the Seat of Government as to whether or not they were attending school or planned to attend school in the future. The results, for the Director's information, are as follows:

I. Identification Division

Attending, Planning to  
Attend or Finished College

Not Attending College and  
No Plans to Attend

363

200

II. Training and Inspection Division

6

0

III. Administrative Division

70

42, including  
14 who are  
"undecided"

IV. Records and Communications Division

400

59

V. Domestic Intelligence Division

6

0

VI. Investigative Division

31

0

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Tamm  
Mr. Nease

QT:rcw  
(4) OCT 1 1956

EX 104  
RECORDED-90  
INDEXED 90

66-2554-12502

16 SEP 27 1956

*[Handwritten signature]*

Executives Conference memo to Mr. Tolson

VII. Laboratory Division

	<u>19</u>	<u>5</u>
TOTAL	<u>895</u>	<u>306</u>

It should be noted that some of the employees who are not attending school and who have no plans to attend are awaiting imminent military service, are overage, have physical defects or are specialists such as radio technicians, etc.

*a very impressive  
record,  
H.*

Director, FBI

9/28/56

The Executives Conference

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP5ca/deg

RETRAINING SESSION  
FBI NATIONAL ACADEMY ASSOCIATES

The conference considered the recommendation of the Training and Inspection Division that a retraining session for the graduates of the FBI National Academy who are actively engaged in law enforcement in good standing or who are regularly retired law enforcement officers be held in Washington, D. C., November 4 through 8, 1957.

The conference was advised that the last retraining session of the National Academy was held in 1949 and the officers elected at that time are still serving. The constitution of the National Academy Associates provides that the officers must be elected at a regularly scheduled meeting in Washington, D. C., and changes to the constitution can only be made at such a meeting.

There has been a consistent and widespread desire on the part of the graduates for a retraining session in Washington. Mr. Nichols by memorandum to Mr. Tolson, dated September 18, set forth conversations which he had in Chicago with graduates in which they expressed a strong desire for a retraining session. There have been no activities by the national organization since the retraining session in 1949 and there has been little justification for the continuation of a national organization. The National Academy Associates' treasury has at the present time between \$13,000 and \$14,000 and it is believed that the graduates would be anxious or at least willing to use a considerable portion of this money for a retraining session. The conference was advised that this balance in the treasury is being built up by the payment of dues on a national basis by the graduates and they receive little, if any, benefit from the payment of such dues. The Training and Inspection Division feels that the holding of such a retraining session is desirable so that the constitution can be changed to do away with the necessity of meetings in Washington, D. C. In order to accomplish this we will need to have at least one more meeting. It is further felt that such a retraining session would serve as a very definite purpose as far as the graduates of the Academy are concerned.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Tamm  
Mr. Nease

RECORDED - 76

EX-110

66-2554-12503

16 SEP 28 1956

QT:rcw  
(5)  
OCT 1 1956

INDEXED - 76

The proposed date has been carefully considered and it is felt that the period from November 4 through November 8, 1957, would be a desirable time. This would coincide with the final week of the 60th Session, if we move the starting date of that session up from August 26 to August 19, 1957. The graduation exercises for the 60th Session would mark the conclusion of the retraining session.

Mr. Parsons does not feel that such a retraining session should be held.

Messrs. Rosen, Nease and Tolson recommend that this matter be again considered on the first of January.

Messrs. Holloman, Nichols, Belmont, Sizoo, Trotter, Mohr and Tamm recommend that a retraining session of the FBI National Academy Associates be held in 1957.

Respectfully,  
For the Conference

Clyde Tolson

*J. Conner*  
*Hs*

Mr. Tolson

9/26/56

The Executives Conference

**MALE CLERICAL EMPLOYEES  
AT SEAT OF GOVERNMENT**

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP5 a/deg

The Executives Conference, Messrs. Tolson, Mohr, Trotter, Parsons, Sizoo, Belmont, Holloman and Tamm being present, on 9/24/56 considered the question of the attire of male clerical employees at the Seat of Government together with any exceptions which may be granted to such employees from a requirement for wearing business shirts and ties.

The Identification Division requested the exception from the wearing of business shirts and ties for those employees operating machine equipment in the Identification Division, that equipment being specifically the Dexigraph, Copyflex, Xerox and Addressograph. This equipment utilizes chemicals and ink and to a certain degree is difficult to handle in standard approved office dress. The exception also is requested for those employees who are engaged in the treating of evidence by the use of chemicals in the Latent Fingerprint Section. All of these employees while engaged in their respective duties will wear smocks. The conference unanimously recommends an exception for the Identification Division employees so engaged.

- O.K. H

The Administrative Division requests exceptions for those employees assigned to the Mechanical Section, the Printing Unit, Photographic Laboratory, Storage Unit and those portions of the Exhibits Section where the work is of such nature where other than business attire should be worn; namely, the Presentation Unit and the Credential Unit. These employees wear smocks at work. The conference unanimously recommends that they be permitted to wear smocks.

RECORDED - 76  
INDEXED  
O.K. H-66-2537-12504

The Records and Communications Division requested an exception for their employees who are assigned as couriers of the Records branch (station wagon drivers), the midnight shift employees of the Communications Section and personnel assigned to radio stations located outside of Washington, D. C. The conference unanimously feels that couriers, midnight shift employees of the Communications Section and that personnel assigned to radio stations outside Washington, D. C., should wear business shirts and ties while on duty.

cc - Mr. Tamm  
Mr. Nease

I concur  
H [Signature]

QT:rcw  
(4) OCT 2 1956

- Tolson
- Nichols
- Boardman
- Belmont
- Mason
- Mohr
- Parsons
- Rosen
- Tamm
- Nease
- Winterrowd
- Tele. Room
- Holloman
- Gandy

Executives Conference memo to Mr. Tolson

The Laboratory Division - male clerical employees follow the same rules as the agents in the Laboratory and they wear smocks when the work requires; otherwise, they are required to wear business shirts, ties and coats. The conference is in unanimous agreement with the Laboratory Division.

OK JH

The conference unanimously recommends that all other male clerical employees at the Bureau be instructed to wear business shirts and ties at all times while on duty in any Bureau space.

RECOMMENDATIONS:

That the attached memorandum be forwarded to all divisions so instructed.

OK JH



Mr. Tolson

9/20/56

The Executives Conference

SUGGESTION #108-57

Made by SA [redacted]  
Detroit Division

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/12/92 BY SP-Sci/Vey b6 b7c

SUGGESTION: That the word "deceased" be stamped prominently on the file cover when it has been ascertained that the subject of a single subject file is dead. Also proposed that the same stamp be placed on the index card and that all but one copy of each report and photograph be destroyed at the same time.

PRESENT PROCEDURE: Knowledge of death of subject is recorded by memorandum to file or notation is placed on top serial of file. Destruction of files permitted when twenty-five years old.

ADVANTAGES STATED: Such flagging of files and index cards would eliminate reviewing of files applicable to deceased persons when a current complaint is received regarding a same name subject. Suggester states this problem is becoming increasingly burdensome in the security field.

With regard to destroying copies of reports, suggester believes the space to be saved would be most prevalent and helpful in the security case filing areas.

OBSERVATIONS: SAC C. W. Brown, Detroit, recommends favorably. He states while the number of cases in which the suggested action would take place is small, suggester advises that there have been approximately 25 or 30 cases recently received which required review of references, and these references related to former subjects who had died. Suggester believes the time spent on review of references would justify the stamping of the file and the index cards "deceased." SAC Brown believes this would eliminate the listing of a deceased subject's name as a possible reference on someone being currently reported for subversive activities.

SAC Laughlin, WFO, believes the suggestion has some merit. He believes it would be of particular assistance in connection with file reviews and actually would not take up too much of a clerk's time in processing.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Nease  
Mr. B. C. Brown  
Personnel file of SA [redacted]

RECORDED 71-66-4504-12505  
INDEXED 71-66-4504-12505  
OCT 1 1956  
with copy of suggestion

53 OCT 2 1956

ORIGINAL COPY FILED IN 66-16229-1232

Executives Conference memo for Mr. Tolson  
Re Suggestion #106-57

Records and Communications Division is opposed to the suggestion. Although the adoption of this suggestion would be helpful to the searcher, there is the possibility that its value might be overestimated. This is true since a properly prepared index card containing date and place of birth can be eliminated without the word "deceased" on it in nearly every instance. This means that it would not be necessary to check the file and also raises a question as to whether it would be necessary to place a stamp on the file even if the suggestion was adopted. To gain full benefit from this suggestion, it would be necessary to advise all auxiliary offices even if leads were not outstanding. This would require additional administrative overhead and reduce the savings. The savings in space appears to be the principal advantage of the suggestion and it is believed that this could be handled more economically as a separate project providing copies in other categories could be included. It would appear that such a project would be very productive in view of the limited need for dissemination of some types of field office reports. Records and Communications Division does not believe the suggestion should be adopted in view of the required administrative overhead.

EXECUTIVES CONFERENCE CONSIDERATION: QT:hd

The Conference, Messrs. Tolson, Mohr, Trotter, Conrad, Nease, Hennrich, Belmont, Rosen, Holloman and Q. Tamm being present, on 9/19/56 unanimously opposed the adoption of this suggestion.

Mr. Tolson

8/27/56

The Executives Conference

SUGGESTION #85-57

Submitted by SA [redacted]  
Charlotte Division

523,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP5Cw/def

b6  
b7c

SUGGESTION: That Identification Division immediately forward to the field the fingerprint classification of fugitive upon receipt of fugitive form letter; particularly when FBI number and Police Department number or service serial number are available on the fugitive form letter. SA [redacted] points out that usually such data is not furnished until the fugitive memorandum is prepared.

ADVANTAGES STATED: By having fingerprint classification immediately available, all communications setting forth leads to apprehend should contain this information in descriptive data, thereby precluding arrest of individuals who have possibly been identified by photograph or witnesses from descriptive data.

OBSERVATIONS: SAC Abbaticchio, Charlotte, believes the suggestion has definite merit and recommends its adoption.

Mr. Winterrowd, Investigative Division, believes the suggestion has merit inasmuch as it offers a possible means of preventing erroneous arrests as a result of mistaken identities.

Assistant Director Tamm recommends that the suggestion not be adopted for several reasons: (1) it would result in increased communications cost since it would be impossible to prepare the fugitive memorandum as rapidly as suggested; thus a minimum of two communications would be involved. (2) Fugitive memoranda on general Bureau fugitives are mailed within five days after submission of fugitive cards by the Investigative Division. Considering the amount of searching and reviewing of fingerprint records and the typing of the memoranda, Mr. Tamm believes this to be rapid service. With regard to Bureau fugitive deserters, a sixty-day deadline is followed. This is in conformance with current Bureau policy since experience has shown that many deserters are located within the first sixty-day period precluding necessity for preparing fugitive memoranda in such cases. (3) Fugitive form letters are not received by the Identification Division. They are first processed by the Investigative Division which in turn forwards

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Nease  
Mr. B. C. Brown  
Personnel file of SA [redacted]  
suggestion form.

RECORDED-46  
EX - 113

66-2554-12506

4 1956  
with copy of

F133  
60 OCT 10 1956

b6  
b7c

ORIGINAL COPY FILED IN

Executives Conference memo for Mr. Tolson  
Re Suggestion #85-57

8/27/56

the fugitive cards to the Identification Division. These cards are used in Identification Division as a basis for all action taken by that Division in connection with Bureau fugitives. (4) Because of the complexity of certain fingerprint patterns, the question of identity by comparison of fingerprint characteristics should not be made in the field. If time is of the essence and a case of identity is involved, Special Agents should avail themselves of Speedphoto facilities. In this way, the question of identity could be resolved in a matter of minutes.

EXECUTIVES CONFERENCE CONSIDERATION: 8/27/56 - BCB:ceh

Present at the Executives Conference of 8/27/56, were Messrs. Belmont, Parsons, Rosen, Tamm, Callahan, Henrich and Brown. The Conference was unanimously opposed to the suggestion. If you agree, no further action will be taken.

MR. TOLSON

October 11, 1956

EXECUTIVES CONFERENCE MEMORANDUM

323,013

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/97 BY SP-5 CJD/deg

MAINTENANCE OF FIELD FILES

In field offices, a pending file is bound with an outside cover and kept in a properly numbered file folder in the file cabinet. Mr. Howard Fletcher, ASAC of the Washington Field Office, has proposed that the name of the employee to whom case is assigned be placed on the file folder under the file number. At present, it is required that the name of the employee to whom case is assigned appear just on the outside cover of the file. Mr. Fletcher feels the name of the employee to whom case is assigned on the file folder will greatly facilitate the handling of mail in field offices, since it will be readily apparent to whom case is assigned when file is charged out.

A survey was conducted of 9 field offices. Detroit, Chicago, and New York favored placing the name of employee to whom case is assigned on file folder. New York, Chicago, and Washington Field have been using the proposed system and recommend strongly in favor of the system. Buffalo, Charlotte, and Philadelphia recommended making the procedure optional. Baltimore, Boston, and Memphis recommended against placing the name on the file folder feeling that the additional time necessary to record the name of the employee on the file folder is not justified in the smaller offices. However, the Memphis Office pointed out that the placing of the name on the file folder may be of considerable assistance to large offices.

During the recent kidnaping school, held at the Seat of Government, SACs Malone (Los Angeles), Alden (Knoxville), Foster (Newark), Maynor (San Diego), Weeks (Miami), and Wily (Kansas City) were contacted relative to this proposal. With the exception of SAC Foster, all of the SACs were opposed to this proposal.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on October 10, 1956, composed of Messrs. Holloman, Nichols, McGuire, Belmont, Sizoo, Nease, Rosen, Parsons, Trotter and Tamm, considered the above suggestion. Because of the opinion expressed by many SAC's contacted in opposition to the suggestion, the conference unanimously recommends that the suggestion not be adopted.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

FMB:djo  
(5)  
OCT 16 1956

Tamm  
Nease

RECORDED - 37  
INDEXED - 37  
EX-120

66-2554-12507

18 OCT 15 1956

JSP

Mr. Tolson

July 5, 1956

The Executives Conference

Suggestion #830-56  
Made by SA Donald L. Mason  
Chicago Office

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP-5 C/dep

Present at the Executives Conference on July 5, 1956, were Messrs. Tolson, Trotter, Conrad, J. D. Edwards, Henrich, Boardman, McGuire and Mason.

~~NY Narcotics Course for In-Service & New Agents~~  
The Conference considered Suggestion 830-56 made by SA Donald L. Mason, Chicago, that all Special Agents receive some basic educational course in narcotics during New Agents' training and In-Service classes. Suggestor realizes that narcotics violations do not fall within primary FBI investigative jurisdiction, but feels Agents are confronted with special problems of interviewing and apprehending narcotics violators who have committed other crimes within FBI jurisdiction. Suggestor feels it would be beneficial to include a one-hour discussion for new Agents and In-Service as to types of narcotics, how administered and the effects of these narcotics which could be recognized by Agents during interviews and apprehensions.

Laboratory states that SA [redacted] as principal and SA B. J. White, alternate, both of the Physics and Chemistry Section of the Laboratory, are well qualified to handle such a presentation.

EXECUTIVES CONFERENCE RECOMMENDATION:

Unanimously recommends one hour be added to new Agents' training and In-Service courses on the topic of narcotics, to be handled by SA [redacted] of the Laboratory.

If you agree:

1) Attached letter should go forth to SA Donald L. Mason advising of adoption of his suggestion.

2) This memorandum should be returned to Training and Inspection Division for curriculum adjustment.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

REC-110  
RECORDED-37  
INDEXED - 37  
66-2554-12508

EDM:emb 60 OCT 17 1956

18 OCT 16 1956

CC - Mr. Nease  
emb Mr. Mason

304

b6  
b7c

K



MR. TOLSON

10/18/56

THE EXECUTIVES CONFERENCE MEMOS

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP-5A/deg

The Executives Conference of October 16, 1956, consisting of Messrs. Tolson, Nichols, Gearty, Rosen, Belmont, Sizoo, Nease, Parsons, Trotter and Mohr, considered the effect a recent amendment to the Civil Service Regulations concerning fringe benefits payments would have on our training programs. The amendment provides that not more than sixty (60) work days per year can be counted toward the 15% fringe benefits program where the employee is temporarily assigned to a formally approved training program. In other words the amendment means that if a governmental agency has a training program and an employee is assigned to this training program for training purposes for an aggregate of more than 60 work days in any one calendar year, any time in excess of the 60 work days cannot be compensated for under the fringe benefits bill and such an employee's fringe benefits payments would be cut off after an aggregate of 60 work days had been put in on training. The idea behind this is that training is not the type of program where the overtime that might be required should be compensated for under the 15% fringe benefits bill but if any overtime was scheduled, it should be paid under the regular overtime provisions of the Federal Employees Pay Act. In other words, if overtime was ordered or prescribed, it should then be paid at time and one half rates.

The amendment of the Civil Service Commission has a direct bearing on the training programs we have in the Bureau with reference to language schools. Our Spanish school runs for 85 work days and our Chinese school runs for 390 work days. These schools are conducted under an accelerated program and the Agents attending these schools have been averaging about three hours per day of voluntary overtime and they have been receiving the regular 15% fringe benefits payments during the entire time they have been attending these schools. We also will have Agents attending the United States Army language schools at Monterey, California, for extended periods of time. We have one Agent attending the Albanian school at the United States Army Center at Monterey, California, and this school started September 6, 1956 and will last for 48 weeks. The Albanian school of the Army is scheduled for eight hours per day five days per week. The Agent attending would put in a substantial amount of time in outside study.

The Conference was advised that if we cut off the fringe benefits payments to Special Agent personnel attending language schools, it would have a definite

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

JPM:DW  
OCT 22 1956  
cc - Mr. Tamm  
Mr. Nease

RECORDED - 28  
INDEXED - 27  
66-2554-12509  
OCT 19 1956



effect on morale, applicants for attendance at these schools would be adversely affected and in a way it would be unfair to expect Agents to attend these schools and do so at a lesser rate of pay than Agents would be receiving on their regular, normal duties.

The Conference was advised that we could schedule the Bureau's training schools on a 44-hour week basis which would provide for four hours of overtime that would be compensated for at the time and one half rates. This would mean that Agents who are getting overtime rates at time and one half would be getting about ten cents more per pay period than an Agent who was getting paid at the 15% premium pay rate. The Conference was advised that in so far as other Agent personnel were concerned, no undesirable precedent would be established and the Bureau would in effect be benefiting by accelerating the schools and graduating the students earlier and having them report to the field for gainful duties at an earlier date. It was also pointed out to the Conference that the Agents attending these schools would be putting in overtime duties studying but any such overtime would not be induced or scheduled but would be on a purely voluntary basis and the initiative for putting in the overtime would be up to the individual student who felt he needed additional study in order to keep up with the class work.

#### RECOMMENDATION

The Conference recommended that in connection with Bureau language schools, after the employees attending such classes have reached an aggregate of 60 days of training in a calendar year, such employees be scheduled for a 44-hour work week and that they be paid at overtime rates. This program of a 44-hour week at overtime rates will be continued for the duration of a particular school. It is recommended that this same policy also apply to Special Agent personnel attending United States Army schools at Monterey, California.

OK  
4/

Mr. Tolson

10/9/56

The Executives Conference

SUGGESTION #139-57  
Made by Mr. [redacted]  
Laboratory Technician  
Albany Division

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/93 BY SP-5 a/bef

b6  
b7c

SUGGESTION: When a photograph is received in an office from an informant or other agency to be sent to one or more other field divisions to be shown to informants or more than one person, a negative should accompany the photograph sent to each office.

PRESENT PROCEDURE: Usually, one copy of a photograph is sent to each of the other offices; if receiving office needs additional photographs, a negative will be made in the receiving office from which the necessary copies of photographs will be reproduced.

ADVANTAGES STATED: The photographic clerk in the receiving office will not have to make the negative. Suggester states that the sending office has to make a negative in order to prepare the photographs to be sent to the other offices and that sufficient negatives can be made in the sending office for distribution at that time. Suggester estimates that those receiving offices which have Photo Labs will save an average of 30 to 45 minutes by not having to make a negative. He states that those offices not having Photo Labs will save 50¢ per negative (presumably by not having negatives made in commercial photo shops).

OBSERVATIONS: SAC Cornelius, Albany, states the suggestion appears to have merit and if followed should result in the savings of work on the part of photographic clerks.

Investigative Division has no objection to the adoption of the suggestion as it may have favorable time-saving and economy features.

RECORDED - 12 66-2037-12810  
INDEXED - 12  
EX-117 25 OCT 23 1956

Domestic Intelligence Division agrees with SAC Cornelius and recommends adoption of the suggestion.

Administrative Division recommends unfavorably to preparing negatives for distribution as a negative of 3 1/2" x 4 1/2" costs the Bureau approximately 13¢, whereas a sheet of photographic paper costs only 1.2¢. It would appear to be more economical if

Enclosure (1)

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Office (6) Mr. Nease  
393 Mr. Tamm  
Personnel file of [redacted]  
OCT 26 1956

OT JH  
b6  
b7c

Executives Conference memo for Mr. Tolson.  
Re Suggestion #139-57

10/9/56

the sending office would prepare a minimum of 3 photographs for each office which is to check out the lead.

Training and Inspection Division does not believe a negative should be sent in every instance, or that any fixed number of photographs should be sent. This will depend entirely on the circumstances surrounding the lead. One photograph may suffice in one instance, and ten may not be enough in another instance. To set a rule that a negative should be sent in every instance could be wasteful and costly; this could also apply to sending a fixed number of photographs. Training and Inspection Division believes the "good judgment" rule should prevail; that is, if the office setting out leads believes other offices will need more than one photograph, then sufficient copies should be made available to the offices requiring the photographs. Negatives could be furnished in those instances where it appears feasible. However, it is not believed that a hard and fast rule of forwarding negatives in each instance should be made. Training and Inspection Division considers it would be sufficient to call to the attention of all field offices this suggestion so that the field would consider making negatives for other offices where feasible and practical.

EXECUTIVES CONFERENCE CONSIDERATION:

10/9/56 - WWW:ceh

CA

The Executives Conference of 10/8/56, with Messrs. Belmont, Parsons, Rosen, Tamm, Trotter, Nease and Sizoo in attendance, considered the suggestion and unanimously recommended that an SAC Letter be sent, calling to the attention of all field offices this suggestion so that the field would consider making negatives for other offices when practical.

SAC Letter is attached.

Letter to suggester is enclosed, commending him for calling this matter to Bureau's attention.

Mr. Tolson

October 22, 1956

The Executives Conference

FOOTPRINTING OF INFANTS

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP-5 c/dcg

The Executives Conference on October 22, 1956, consisted of Messrs. Tolson, Nichols, Holloman, Tamm, Rosen, Sizoo, Nease, Parsons and Trotter. Trotter presented some observations concerning the footprinting of newborn infants.

Considerable national interest has been stirred up recently following the two kidnaping cases involving the Weinberger and Ruotolo babies. Neither of these infants had been footprinted at birth. We have received some inquiries from those in the medical profession as well as from state legislators who are interested in fostering legislation requiring footprinting of infants at birth.

We have always taken the position that this practice is a most desirable one and have maintained this stand in answer to some press inquiries we have received of late. The next issue of the Law Enforcement Bulletin contains an article on the desirability of footprinting infants at birth.

*I am glad to hear this H*  
We, of course, have no central file on infants' footprints and because of the volume of births plus the complexity of classifying these for filing purposes we do not desire such a centralized file. As a matter of fact this is not necessary. The usual practice is for those hospitals who do footprint infants to maintain these on file with their other birth records and where identity is questioned or needed, then the hospital records should serve the purpose. Unfortunately, those taking footprints in hospitals usually do not secure sufficient ridge detail to identify the footprint. The chief cause of this appears to be a lack of understanding on the part of the hospital people as to just how to take infants' footprints.

Our fingerprint people have had little, if any, practical experience with this problem. Our knowledge has been gleaned from research and general observation. Trotter

1 - Mr. Tamm

1 - Mr. Nease

RECORDED - 12

INDEXED - 12 1 OCT 28 1956

OCT 24 1956

EX-127

Memorandum for Mr. Tolson

pointed out it would be well for our fingerprint people to gain some firsthand knowledge of the problem involved. He suggested that we do this through contact with the Columbia Hospital here in Washington.

Columbia has been taking infants' footprints for many years. It will be recalled that this is the hospital that presented us with the problem in February of this year of identifying an infant where the mother thought the baby was "too ugly" to be hers. We positively established that the infants' footprints were identical with those taken at birth. The hospital people were most grateful and offered their cooperation if they could be of assistance at some time in the future.

Trotter recommends that through this entree we have established at Columbia Hospital, we informally contact Columbia (Miss Nadine Eichelberger, Recorder) and request that we be allowed to view at firsthand their procedures and in doing so we can obtain some very worthwhile practical experience.

Conference unanimously agreed to this proposition. Should the Director approve, the necessary contact will be made.

*I concur*  
*H*

MR. TOLSON

October 24, 1956

EXECUTIVES CONFERENCE

323012  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/92 BY SP-5 C/deg

The Executives Conference of October 24, 1956, consisting of Messrs. Tolson, Tamm, Rosen, Belmont, Sizoo, Nease, Parsons, Trotter, Nichols and Mohr considered a suggestion made by Miss [redacted] a Clerk in the Records Section who entered on duty August 6, 1956.

b6  
b7C

Miss [redacted] was interviewed by Mr. Nease on October 22, 1956, and when asked for suggestions that might be helpful to new employees in becoming better acclimated she stated frankly she would like to know more about the Bureau. She pointed out that she had been taken on a tour of the Bureau the first day or two she was in the Bureau, but it did not mean much to her then. She said it would mean a great deal more to her if she could go on a tour now, see the various sections, see what they do, and she particularly mentioned the Laboratory and said she would like to know more about the various units within the Laboratory. It was pointed out to the Conference that when new clerical employees enter on duty they are taken on a tour by tour leaders of the Bureau's facilities in the Department of Justice Building and more recently arrangements have been made for them to be taken on a tour of the Identification Division Building. It was also pointed out that some new employees are assigned to messenger duties and as a result they become pretty well acquainted with the various sections and units in the Department of Justice Building.

The Conference was unanimously of the opinion that it may well be that considerable benefit could be derived from giving new clerical employees a detailed tour of the facilities in the Department of Justice Building after they have been in the Bureau about sixty days. Accordingly, the Conference unanimously recommends that as an experiment that all new clerical employees who entered on duty in September, 1956 (there were 100 new clerks who entered on duty in September, 1956), be taken on a tour to be conducted by Special Agent personnel, that the tour be broken down into groups of twenty to twenty-five each, that the first tour be conducted the first of November. The Agents taking the clerical employees on tour will be required to submit memoranda on their observations, the indicated interest on the part of the employees and whether these tours are worthwhile with a view to forming a basis for a further determination as to whether they should be continued or discontinued. If the experiment proves successful, all clerical employees who entered on duty during the

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Nease  
Mr. Tamm

JPM:eam

RECORDED - 12  
INDEXED - 12

18 OCT 26 1956

(5) 51 OCT 26 1956

EX-110

Memorandum to Mr. Tolson

October 24, 1956

calendar year 1956 will be given this tour.

Miss [redacted] of the Records Section, who made the suggestion, will be included in the first group to go on the tour.

b6  
b7c

OK  
H



# Office Memorandum • UNITED STATES GOVERNMENT

TO : Quinn Tamm *Q.T.*

FROM : C. L. Trotter *C.L.T.*

SUBJECT: FINGERPRINT SEARCHERS  
TECHNICAL SECTION  
IDENTIFICATION DIVISION

DATE: 9-13-56

Tolson ✓  
Nichols ✓  
Boardman ✓  
Belmont ✓  
Clegg ✓  
Glavin ✓  
Ladd ✓  
Nichols ✓  
Rosen ✓  
Tracy ✓  
Harbo ✓  
Winterrowd ✓  
Tele. Room ✓  
Holloman ✓  
Gandy ✓

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-12-92 BY SP-5 [signature]

We have approximately 800 fingerprint searchers in our Technical Section. Each month we start one or two classes of students for replacement purposes. The training encompasses a 10-week period.

In all, it takes about 6 months of classroom and on-the-job training to qualify these people for really productive work. Because we have had some resign shortly after completion of the training period, we obviously have not received full benefit from our training investment.

It is felt that those wishing to take fingerprint training should definitely commit themselves to remaining with the Bureau for at least an additional six months after training.

RECOMMENDATION: FORM # 1-317  
**FBI**

That henceforth we require each employee entering student fingerprint training to execute the attached form which stipulates he will remain in the Bureau for a period of at least six months following completion of his training. Requisition attached for 2,000.

Enclosures  
CLT:hs  
(2)

**ADDENDUM:** (9-17-56 QT:do) The Executives Conference consisting of Messrs. Tolson, Nichols, Holloman, Belmont, Henrich, Nease, Parsons, Mohr and Tamm on 9-17-56 unanimously recommends approval of the form to be signed by students entering fingerprint training.

*Printed in back sec.*  
*10/19/56*  
*ABH*

1 ENCLOSURE

NOV 8 1956

RECEIVED - 71  
EX-127

166-2554  
NOV 5 1956  
127

*1-317 assigned to*  
*Jamie & Titled*  
*Jamie I Form back to*  
*12/20/56*  
*2513*

ORIGINAL COPY FILED IN 66-1631-1

1-317 (9-13-56)

Date \_\_\_\_\_

Mr. John Edgar Hoover  
Director  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Hoover:

I, \_\_\_\_\_, wish to  
make application for transfer to the Technical Section of the  
Identification Division to receive training in the classification,  
searching, and filing of fingerprints.

During the entire period of student training and practice  
work, I agree to conscientiously study and learn all that is taught.

I understand that the extensive technical training required  
to qualify me for promotion to the position of fingerprint searcher  
results in considerable time and expense to the Federal Bureau  
of Investigation. I therefore agree to remain in the service of  
the FBI for at least six months following the completion of my  
student training period.

Sincerely yours,

Signature

323,03  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-12-92 BY sp5cip/dg

ENCLOSURE

46-2554-12513

MR. TOLSON

November 1, 1953

Executives Conference

323,013  
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3-12-97 BY SP-5 C. J. DEY

~~CONFIDENTIAL AND INDEXING PROCEDURES~~  
~~FOR LAW ENFORCEMENT BULLETIN INSERT~~

On October 31, 1953, the Executives Conference consisting of Messrs. Tolson, Nichols, Tamm, Boardman, Belmont, Parsons, Ladd, Holloman, Sizoo, Nease and Trotter considered an inquiry of Special Agent in Charge D. D. Mason as to proper method of filing and indexing Law Enforcement Bulletin inserts. It was a unanimous opinion of the Conference that missing persons and wanted individuals listed in the insert need not be indexed and the insert itself should be filed with the Bulletin to which it relates.

These procedures deemed advisable because of the expense of indexing and the fact that no tangible benefit would result from such action. In all instances field offices should communicate with the Bureau to determine current status of the individual involved should possible information concerning him come to their attention. Subject may have been located or apprehended before notice could be cancelled in subsequent issues of the Bulletin.

Letter to Special Agent in Charge Ladd attached for approval. Section 6-3, Manual of Rules and Regulations will be changed. SAC letter also attached.

Enclosures (2)

- 1 - Training and Inspection Division
- 1 - Mr. Nease

CAN:cm  
(5)

RECORDED - 76

~~RECORDED - 76~~

INDEXED - 76

OK  
A

66-5554-12514

10 NOV 5 1956

EX-127

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

51 NOV 6 1956

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. L. V. Boardman

DATE: October 29, 1956

FROM : Mr. A. H. Belmont

SUBJECT: DEFENSE PLANS  
FIELD RELOCATION

Tolson  
Nichols  
Boardman  
Belmont  
Clegg  
Glavin  
Ladd  
Rosen  
Tamm  
Nease  
Winterrowd  
Tele. Room  
Holloman

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE

On July 12, 1956, the executives conference last considered the advisability of supplying the New York, Los Angeles, San Francisco, Chicago, Detroit, Philadelphia, Newark, and Washington Field Offices with emergency radio facilities at their relocation sites. The estimated cost, approximately \$22,000. These 8 offices as of 10/15/56 were responsible for 71.2% of all security index subjects. The conference was of the opinion that the anticipated need did not justify the necessary expenditure at that time. The Director agreed.

It is believed that the need for emergency installations at the relocation sites of the New York, Los Angeles, Chicago, Detroit, Philadelphia and Newark Offices still exists. The Laboratory has succeeded in renovating a radio transmitter and the necessary receiving equipment for the Washington Field Office relocation site. This equipment is now in storage at Quantico. The San Francisco Office has obtained a radio installation on loan from the military and has installed it in the San Jose resident agency, which is near their relocation site. Six key offices are without emergency radio communication facilities and San Francisco will undoubtedly be called upon to return the station now installed in San Jose to the military.

RECOMMENDATION:

That the advisability of providing emergency radio installations at the relocation sites of the New York, Los Angeles, Chicago, Detroit, Philadelphia, Newark and San Francisco Offices at an estimated cost of \$22,000 be considered again in early January, 1957.

- 1 - Mr. Boardman
- 1 - Mr. Belmont
- 1 - Mr. Parsons
- 1 - Mr. Mohr
- 1 - Section
- 1 - Mr. Moyle

RECORDED - 77

NOT RECORDED

166-2554-12515  
176 NOV 8 1956

EX-117

14 NOV 6 1956

59 NOV 19 1956

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-20-94 BY SP-5 C/BJG

ORIGINAL FILED IN 66-17380-1046

Mr. Tolson

Nov. 1, 1956

The Executives Conference

REPORT WRITING - INSERTS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/11/92 BY SP-5 a/p

Problems have arisen and been brought to light by field inspections, concerning a lack of uniformity and apparently a lack of clear understanding as to the use and proper method of preparing inserts for investigative reports.

Section 4A, 2a (17) (f) of the Manual of Rules and Regulations provides, "When investigation is conducted by more than one agent on the same case the result of the investigation by them is to be prepared in the form of insert pages for the report." Bureau Bulletin #29, dated July 12, 1951, stated, "When investigation is conducted in a particular case by two or more agents within the field division, agents covering leads should submit the results of their investigation in the form of inserts which will be included in investigative reports." This latter instruction went on to state that inserts should be routed to the agent to whom the case was assigned to be used in dictation and later destroyed. They were not to be serialized in the file.

During a Clerical Supervisors School, held in the Summer of 1956; and an Agent Administrative School, October, 1956, views of those in attendance were sampled and reflected no consistent method being followed regarding inserts in field. Views of New York, Philadelphia, Dallas, Minneapolis, Salt Lake City, San Juan and Miami Offices were solicited and all agreed that a standardized procedure for handling inserts is advisable but the regulations governing inserts should be optional within these general rules. It is, therefore, proposed that the following instructions be sent to the field in the form of changes for the Manual of Rules and Regulations and for the FBI Handbook. It is also proposed a more detailed instruction on Administrative Handling of Inserts be sent to the field by Bureau Bulletin, attached.

EX-117

INDEXED-11  
RECORDED-11

66-2554-12516

CHANGES FOR HANDBOOK AND MANUAL OF RULES AND REGULATIONS

When leads are covered by an agent other than agent to whom case is assigned, results of investigation may be reported by insert, either in

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Tamm

Mr. Nease

Enclosures 6

LOT:rgw:mbk

NOV 14 1956

*[Handwritten signatures]*

Executives Conference memo to Mr. Tolson

final or rough-draft form. The complexity, extent of material to be reported and the new leads to be set out within the division, are factors which will govern proper method of reporting. Each agent and supervisory official must use the most economical and practical means of reporting such data. Where adaptable, inserts should be used in lieu of memoranda for SAC to avoid unnecessary duplication in typing and avoid unnecessary duplication of material in file. Where inserts are prepared, indexing and correlation of material for report, are responsibility of agent to whom case assigned. Dictation slips relating to dictating machine belts or cylinders containing inserts must show on the dictation slip the investigative period. When inserts prepared in final form (used primarily in major cases) sufficient copies must be prepared for reporting office and for offices that will receive copies of the report, and if leads developed, lead sheets prepared. If rough draft submitted contains leads for reporting office to cover, prepare sufficient copies of inserts and lead sheets for each agent who will cover new leads plus one copy for agent to whom case assigned. When assigning leads, lead cards may be prepared if desired.

BUREAU BULLETIN

When leads are covered by an agent other than agent to whom case is assigned, results of investigation may be reported by insert, either in final or rough-draft form. The complexity, extent of material to be reported and the new leads to be set out within the division, are factors which will govern proper method of reporting. Each agent and supervisory official must use the most economical and practical means of reporting such data. Where adaptable, inserts should be used in lieu of memoranda for SAC to avoid unnecessary duplication in typing and avoid unnecessary duplication of material in file. Where inserts are prepared, indexing and correlation of material for report, are responsibility of agent to whom case assigned. Dictation slips relating to dictating machine belts or cylinders containing inserts must show on the dictation slip the investigative period.

1. Final Form (used primarily in major cases)
  - a. Prepare sufficient copies for reporting office and for offices that will receive copies of report, taking into consideration additional leads developed by agent reporting this investigation - stencil would suffice.
  - b. Prepare lead sheets when leads have been developed.
  - c. Inserts should be promptly routed to agent handling case who will review for adequacy, correlate with other data and include in next report.

Executives Conference memo to Mr. Tolson

- d. Supervisor should make appropriate notation on serial showing which lead or leads have been covered by insert.
2. **Rough-draft Form**
    - a. If rough draft contains no leads for reporting division, route rough draft to agent having case assigned (see 1c above); supervisor make appropriate notation on serial showing what lead or leads have been covered; rough draft should not be serialized in file except where the information contained therein will not be included in a report.
    - b. If rough draft contains leads for reporting office to cover, prepare sufficient copies of insert and lead sheets for each agent who will cover new leads plus one copy for agent to whom case assigned; supervisor should assign leads, make notation on original of rough draft, to whom new leads are assigned, and route original to agent to whom case is assigned. Lead cards may be prepared if desired. Inserts should not be serialized except under circumstances referred to in 2a, above.
  3. Indexing . . . responsibility of the reporting agent.
  4. Charge Outs for Inserts . . . optional.
  5. If investigative results are voluminous or other circumstances warrant, a report should be made rather than preparing insert.

It is believed that instructions for the preparation of inserts should not be any further detailed in view of the widespread type of problems facing the various field divisions. For example, different problems would arise in the New York Office and the Denver and Butte Offices. It is believed that all offices should be able to satisfactorily operate under the sphere of these basic rules recommended for adoption by the Executives Conference.

EXECUTIVES CONFERENCE CONSIDERATION

The Executives Conference on October 29, with Messrs. Tolson, McGuire, Rosen, Belmont, Sizoo, Nease, Parsons, Mohr, Trotter, and Tamm in attendance, unanimously recommended the issuance of Bureau bulletin concerning this matter.

✓



Mr. Tolson

November 1, 1956

The Executives Conference

CERTIFICATES OF ATTENDANCE,  
POLICE SCHOOLS

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/11/92 BY SP-3CJ/deg

The Executives Conference on October 29, 1956, with Messrs. Tolson, McGuire, Rosen, Belmont, Sizoo, Nease, Parsons, Mohr, Trotter, and Tamm in attendance, considered the question of the issuance of police school certificates reflecting attendance at schools in which the Bureau cooperates. The Conference was advised that where the Bureau cooperates in the conducting of law enforcement training schools and where the attendance at the school is of any appreciable duration, certificates are issued reflecting that a particular officer has been in attendance at a school conducted "with the cooperation of the Federal Bureau of Investigation." The certificate is signed by the ranking law enforcement officer of the agency conducting the school. It is never signed by Bureau personnel.

The history of the issuance of such certificates reflects that this matter was first considered on June 30, 1939, by the Executives Conference and was recommended favorably by the Conference, but Mr. Tolson did not approve the Conference recommendation and the Director concurred with Mr. Tolson. In 1944 a comprehensive program of police schools in the State of New Jersey was organized by the Police Training Committee of the New Jersey Association of the Chiefs of Police and our Newark Field Division. In January, 1945, it was recommended that the Bureau prepare a certificate of attendance specifically for the New Jersey schools. This was done so that the Bureau could control the police training in New Jersey. The Director approved this recommendation. By SAC Letter 12/7/45, the field was advised that certificates of attendance at police schools in which the Bureau cooperates would be furnished by the Bureau upon request. It was again emphasized that no Bureau personnel should sign the certificates but they should be signed by the head of the sponsoring agency. A separate type of certificate has been issued in the State of New York reflecting joint sponsorship of schools by the FBI, the New York Association of Chiefs of Police, and the NY State Sheriffs' Association. In New York schools are conducted jointly by the above three agencies and we actively participate with the sheriffs and chiefs of police so that police training will not be taken over by the NY State Police or by the NY Department of Safety.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_ cc - Mr. Tamm
- Parsons \_\_\_\_\_ Mr. Nease
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_ QT:emb
- Nease \_\_\_\_\_ (4)
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 11  
INDEXED - 11  
EX 104  
66-2554-12517  
16 NOV 15 1956

51 NOV 16 1956

Memorandum to Mr. Tolson

The Conference feels that because these certificates have been issued for a period in excess of eleven years and no problems have arisen, the continuation of this policy is advisable. It is realized there is a potential danger in the issuance of such certificates when no investigation of the recipient is made, the only requirement being that the man be a duly constituted law enforcement officer from one of those agencies in whose jurisdiction the school is being conducted. We have had no problems arise from the issuance of such certificates and it is felt that they serve a material purpose and are of benefit to the Bureau in connection with police training work.

RECOMMENDATION:

The Conference unanimously recommends the continuation of the policy of issuing such certificates. For your information, there are attached hereto types of certificates issued.

MR. TOLSON

November 15, 1956

THE EXECUTIVES CONFERENCE

SEMIANNUAL CONFERENCE  
SEAT OF GOVERNMENT SUPERVISORS  
11/27, 28, 29/56

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/11/92 BY SP-5 w/def

It was proposed to the Executives Conference that the Semiannual Seat of Government Supervisors' Conference including the Supervisory staff of the Washington Field Office be held on 11/27, 28, and 29/56 in Classroom #1, Room 5231. Each session will begin at 3 p. m. It is necessary to hold the conference in 3 sessions due to the number of supervisors assigned to the Seat of Government. It was also proposed that the following program be followed:

- |             |  |              |
|-------------|--|--------------|
| 3:00 - 3:15 | Conduct - Discipline   | Mr. Tamm     |
| 3:15 - 3:30 | Director's Office  | Mr. Holloman |
| 3:30 - 3:45 | Legislation Affecting Retirement   | Mr. Mohr     |
| 3:45 - 4:00 | Unusual Laboratory Applications  | Mr. Parsons  |
| 4:00 - 4:15 | The Present World Situation as it Affects Our Investigations                         | Mr. Belmont  |
| 4:15 - 4:40 | Movie "Single Action Revolver"<br>(This is one of the Bureau's recently made films.) | Mr. Preston  |
| 4:40 - 4:45 | Announcements  |              |

If approved, there is enclosed a memorandum to all Bureau officials concerning the conference.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on November 14, 1956, with Messrs. Tolson, Mohr, Trotter, Parsons, Nease, Moore, Holloman, Sizoo, Tamm, Rosen and McGuire in attendance, unanimously recommended the approval of the above program.

- Tolson \_\_\_\_\_
  - Nichols \_\_\_\_\_
  - Boardman \_\_\_\_\_
  - Belmont \_\_\_\_\_
  - Mason \_\_\_\_\_
  - Mohr \_\_\_\_\_
  - Parsons \_\_\_\_\_
  - Rosen \_\_\_\_\_
  - Tamm \_\_\_\_\_
  - Nease \_\_\_\_\_
  - Winterrowd \_\_\_\_\_
  - Tele. Room \_\_\_\_\_
  - Holloman \_\_\_\_\_
- CC: Mr. Tamm  
Mr. Nease  
GCG:ATP  
(4)
- Enclosure

OK  
INDEXED - 14  
RECORDED - 14  
EX-117  
66-2554-12518  
NOV 16 1956

51 NOV 19 1956

Mr. Tolson

11-15-56

The Executive Conference

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/11/92 BY SP-5 C/DCJ

TRAVEL INSURANCE - COMMON CARRIER

The Executive Conference on November 7, 1956, Messrs. Tolson, Nichols, Holloman, Tamm, Rosen, Belmont, Sizoo, Nease, Parsons, Trotter and Lally present, considered a preliminary survey of Agent personnel to determine extent of possible participation in group program for purchasing travel insurance.

The American Casualty Company, Reading, Pennsylvania, a large underwriter in this field, has quoted a rate on group policy providing minimum of 200 persons participate. Conference was of the opinion that a plan offering \$50,000 Accidental Death and Dismemberment with \$5000 medical payments providing insurance for travel by common carrier on both business and pleasure at annual premium of \$23.50, be presented to field to determine if sufficient employees interested to constitute a group. If sufficient interest evidenced to form a group of approximately 200, other companies would be contacted for purpose of getting quotations on comparable coverage.

The Conference considered and unanimously approved the preliminary survey with the understanding that if a group were formed the policy could be issued to the existing Special Agents Mutual Benefit Association (SALMA) and collections and claims could be handled through that office.

There is attached for approval letter to All Special Agents in Charge instructing them to conduct such a survey among Agent personnel and advise the Bureau of the number interested in such a policy.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Room \_\_\_\_\_
- an \_\_\_\_\_

1 - Training and Inspection Division  
1 - Mr. Nease

DCI:zib

(5)

100

RECORDED-95

INDEXED

NOV 19 1956

PERM. FILES

NOV 21 1956

OK  
H.

gpmc

R

66-23-54-12519

The Director

November 15, 1956

The Executives Conference

SUNDAY INSTRUCTION AT QUANTICO  
FOR IN-SERVICE CLASSES

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/1/92 BY SP5 a/dag

At the present time, each In-Service class has five hours of instruction (1 p. m. to 6 p. m.) on one Sunday during the twelve days it is at the Seat of Government. These 5 hours of instruction at Quantico are on the topic of "Arrest and Raid Problems."

Historically, In-Service classes have gone to school on Sunday for many years, the first such reference appearing in Bureau files showing attendance on Sundays, in 1935. The question of discontinuing Sunday instruction was presented to the Executives Conference. This question has been raised in the past by In-Service classes as to the necessity of going to school on Sunday. The attendance at class on Sunday by In-Service classes also presents a problem with regard to the staff of the Training and Inspection Division at Quantico, necessitating adjusted work weeks in order to absorb the instruction. It is noted that the In-Service classes are in session at Quantico a full day on Saturday from 9 a. m. to 6 p. m. The instruction presently being given In-Service on Sunday could be absorbed, removing the necessity for 5 hours of class on Sunday.

It is noted that present rules for operation of In-Service classes permit those persons attending In-Service to leave Quantico after 6 o'clock Saturday night as long as they are back by 1 o'clock Sunday. If Sunday classes were discontinued, In-Service Agents could leave Quantico Saturday night and not have to return until 9 a. m. Monday. This, however, would not increase present per diem. The Agents would be on the same per diem as is presently paid at Quantico.

Messrs. Holloman, Nease, Trotter, Mohr and Tamm recommend discontinuing of Sunday classes for In-Service. Messrs. Tolson, Nichols, Rosen, Belmont, Sizoo and Parsons feel that such classes should be continued, feeling that it impresses the classes with necessity of utilizing all available time while they are attending In-Service.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- W.C. Sullivan \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Nease \_\_\_\_\_
- Emb \_\_\_\_\_
- Mr. Nease \_\_\_\_\_

*I share  
letter's view they  
are here for work*

RECORDED-68 Respectfully, 66-2554-12520  
INDEXED-68 For the Conference

10 NOV 21 1956

Clyde Tolson

Mr. Nease  
Training & Insp. Div.  
NOV 23 1956 343

Mr. Tolson

11/26/56

The Executives Conference

58917

DIVISIONAL SEMIANNUAL  
SPECIAL AGENT CONFERENCES  
Seat of Government

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/1/92 BY SP-5/df

It was proposed to the Executives Conference that those divisions at the Bureau where the Special Agent force is small in number and where the division head meets with the agent staff on at least a weekly basis should not be required to hold a Divisional Semiannual Conference for Special Agents.

PRESENT REQUIREMENTS:

The Manual for Bureau Supervisors in Section 5, page 1, entitled "Staff Conferences" states the following requirements:

"There are to be held in each division regular conferences for the purpose of discussing with the division or section heads matters pertaining to the work therein. Each supervisor shall attend these conferences for his particular section or division. Regular semiannual conferences shall also be held within each division." (Underlining used for emphasis in this memorandum.) This is in addition to the requirement of Section 6, page 1, of the Manual for Bureau Supervisors which states, "Supervisors must attend the Bureau supervisors' semiannual conferences."

It was suggested that the Identification, Training and Inspection, Administrative, and Records and Communications Divisions, where the division head is in contact with agent supervisors on a conference basis at least weekly should not be required to hold semiannual conferences on a divisional basis. It was further suggested that in the Laboratory, Domestic Intelligence and Investigative Divisions the requirement of semiannual agent conferences on a divisional basis should be continued.

EX-127 INDEXED-82

66-2527-350

EXECUTIVES CONFERENCE CONSIDERATION:

NOV 28 1956  
QTRCW, 11/26/56

The Executives Conference with Messrs. Tolson, McGuire, Holloman, Rosen, Belmont, Sizoo, Nease, Parsons, Trotter, Callahan and Tamm being present, unanimously approved the above suggestion.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Tamm  
cc - Mr. Nease

OFFICE: mbk  
(5) 52 NOV 30 1956



Mr. Tolson

11/8/56

The Executives Conference

SUGGESTION #148-57

Made by Miss [redacted]

Boston Division

343,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/11/92 BY SPS c/d/r

b6  
b7c

BACKGROUND: In memorandum O. Tamm to you dated 10/4/56, it was approved that SACs New York, Chicago, Philadelphia, Newark and Washington Field be requested to comment on the desirability of the following suggestion:

SUGGESTION: That the Bureau prepare addressograph plates for all field divisions covering the bureaus of motor vehicle registry listed in Section 9B, Manual of Instructions, pages 40 through 51. This section of the manual lists available Federal, state, industry and territorial records for setting out leads in connection with investigations; addresses of these bureaus are set forth in the manual.

In considering the suggestion, Training and Inspection Division proposed that, if the suggestion is adopted, addressograph plates for bureaus of drivers' licenses should also be prepared.

PRESENT PROCEDURE: Each time a circular letter is sent, individual envelopes are typed.

ADVANTAGES STATED: Will save time in preparing envelopes each time a circular letter is to be sent. Approximately 70 letters were sent last year throughout the field with Bureau approval.

OBSERVATIONS: SAC Powers, Boston, believes the suggestion has merit.

Investigative Division believes the suggestion has merit since it would speed up the process of circularizing bureaus of motor vehicle registry and also save time on a field level.

SACs, New York, Chicago, Philadelphia and Washington Field recommend unfavorably as circularization of bureaus of motor vehicles and drivers' licenses is not made with sufficient frequency to justify preparation and maintenance of addressograph plates.

(at time survey was made)  
SAC Foster, Newark, believes the suggestion has merit. Although circular letters are not too frequently sent to all bureaus of motor vehicles in the Newark Office, occasions do arise where these bureaus in certain sections of the country are circularized. He believes

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 40  
INDEXED - 40

66-2554-12520

NOV 28 1956

b6  
b7c

cc: Mr. Nease

Mr. Tamm

Personnel file of [redacted]

Enclosures (2)

NOV 22 1956

EX-124



Executives Conference memo for Mr. Tolson  
Re Suggestion #148-57

the suggestion would be beneficial as the employee who now types the addresses could be released and made available for other work.

Training and Inspection Division notes that to prepare for each field office a complete set (86) of addressograph plates for the bureaus of motor vehicles and drivers' licenses it would cost approximately \$8.60; \$477.20 for the entire field.

SAC McCabe, Philadelphia (at time survey was made), is opposed to preparing the addressograph plates for the field offices, but suggests that the Bureau may wish to maintain the addressograph plates at the Bureau and that the letters be sent from the Bureau at the specific request of the field.

Investigative Division is opposed to the suggestion of SAC McCabe. This is a field function. If the Bureau were to adopt SAC McCabe's suggestion, it would mean additional handling at the Seat of Government. Addressograph plates can be furnished to the entire field at a cost of approximately \$477.20. Investigative Division feels the saving of time in the field more than justifies the expense.

EXECUTIVES CONFERENCE CONSIDERATION: Present at Executives Conference on 11/7/56 were Messrs. Tolson, Nichols, Belmont, Mohr, Parsons, Rosen, Tamm, Trotter, Holloman, Nease, and Sizoo.

Conference considered suggestion that Bureau prepare Addressograph plates for all field divisions covering Bureaus of Motor Vehicle Registry and Drivers' License Bureaus to facilitate sending of circular letters to such Bureaus. At present, each time a circular letter is sent, individual envelopes must be prepared. Last year about seventy such letters were sent. Each letter required typing of individual envelope for each state Bureau circularized of which there are eighty-six throughout the country.

Conference felt that set of Addressograph plates need not be sent to every field division because some divisions would have no need for them. Conference voted unanimously to furnish set of Addressograph plates to each field division in which SAC felt need would justify cost.

✓  
J  
↓

Executives Conference memo for Mr. Tolson  
Re Suggestion #148-57

Enclosed for approval is proposed SAC letter announcing availability of plates and requesting SACs desiring same to order them from Administrative Division. Letter advising suggestor of adoption of her idea in modified form enclosed also.

*mw*  
*ST/*

The Director

November 26, 1956

The Executives Conference

BUREAU PROCEDURES RE CLASSIFICATION OF DOCUMENTS EXECUTIVE ORDER (EO) 10501

In connection with classification of documents by the Bureau, the Conference's attention was called to the fact that the Security Officer for the Bureau is the Assistant Director of the Training and Inspection Division. This designation of Security Officer was so made in 1951 at the time Mr. Clegg was Assistant Director and was approved by the Director. Training and Inspection Division now recommends that the security officer be the Assistant Director in charge of the Domestic Intelligence Division. This recommendation is based upon the fact that the principal operations with regard to the classification of documents is handled in the Domestic Intelligence Division. At the Seat of Government there are 155 people who are approved to classify, declassify, upgrade or downgrade information under EO 10501. Of the approved people, 142 are in the Domestic Intelligence Division. The remaining 13 are in other divisions. There are 151 persons permitted to classify documents in the field (SAC's, ASAC's, and security supervisors in large offices). The Bureau classifies information or material only at the time of dissemination. This classification of documents rests primarily with Domestic Intelligence Division supervisors. There has been no problem arising with regard to the classification of documents, so far as the Bureau is concerned; however, the Training and Inspection Division as a matter of actual practice does not see any of the classified material, but, rather, functions in a supervisory capacity with regard to the over-all operation in the Bureau and it is felt that the Assistant Director primarily responsible for security operations within the Bureau should bear the title of Security Officer. The policing operation would still be vested in the Training and Inspection Division in connection with its inspection functions. If there is occasion for any meeting of any other Government officials for classification of documents or security operations to be discussed, the logical person to discuss same would be the Assistant Director of the division handling the Bureau's security functions.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/11/82 BY SP5A/dep

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mason \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

QT:emb  
 (3)  
 CC - Mr. Nease  
 Training & Insp. Div.

RECORDED-16

INDEXED-16

EX-127

RECEIVED - INTR

66-2554-12523

NOV 29 1956

51 NOV 30 1956

*[Handwritten signatures and initials]*  
 [Illegible handwritten notes]

Messrs. McGuire, Holloman, Rosen, Belmont, Sizoo, Nease and Parsons, in Executive Conference November 26, feel that the Security Officer should be the Assistant Director in charge of the Training and Inspection Division. These gentlemen point out that the Security Officer is responsible to see that the Bureau is properly carrying out the rules of the Executive Order which are clearly laid out in the order itself. In addition to (1) classification of national defense material, the Executive Order requires (2) protection of the transmission of classified material in the field as well as the Seat of Government, whether by courier, mail, teletype, et cetera, and (3) the storage of classified material both in the field and at the Seat of Government. Material is classified at the Seat of Government by the Domestic Intelligence Division, Investigative Division, the Laboratory, and occasionally by other divisions. A great deal of material is classified in the field. The transmission of information is handled by the Communications Section at SOG and by the field offices in the field. The storage of information is handled by Records Division and by the field. This Executive Order, therefore, affects the Bureau as a whole rather than one division and the logical location of the Security Officer is in the Training and Inspection Division, which has constant contact with all branches of the Bureau and continuous inspections of same. This same recommendation was made in 1951 by the Executive Conference and was approved by the Director. The necessary inspection and supervisory function required of the Security Officer should be performed by a disinterested person, namely, the Assistant Director of the Training and Inspection Division, rather than a representative of one of the divisions operationally affected. The Security Officer need not be a "security" expert as such, but, rather, a person who acquaints himself with the technical rules of this particular Executive Order and thereafter sees that the divisions and field offices comply.

Messrs. Tolson, Trotter, Callahan and Tamm feel that the Security Officer should be the Assistant Director of the Domestic Intelligence Division, pointing out that this is primarily a security function; that the bulk of the material classified is classified by supervisors of this division; that the review of the material rests primarily with supervisors of Domestic Intelligence Division. They feel further that if any question arises with regard to this operation, as well as to other parts of the Bureau's security program, the logical person to whom the questions would be referred would be the Assistant Director of the Domestic Intelligence Division.

Appropriate instructions will be issued after your decision has been made.

*Just what actually  
does the Security Officer  
do? or has done?  
H 78*

Respectfully,  
For the Conference

✓  
Clyde Tolson

Mr. Tolson

December 3, 1956

The Executives Conference

LIAISON PARTY

The following were present at the Executives Conference on December 3, 1956, in addition to yourself: Messrs. Nichols, Mohr, Parsons, Rosen, Tamm, Nease, Holloman, Sizoo, and Moore.

The Conference discussed the forthcoming Liaison Party to be held at the Army-Navy Country Club on the evening of 12/4/56. It was recognized that the benefits derived from this function accrue to the entire Bureau, and not just to the Bureau's Liaison Section. It was the feeling of the Conference that the Liaison Agents and Bureau representatives who are present at the Liaison Party should not have to expend their own personal funds. Although there are no official Bureau funds designated for such purposes, it was felt that excess funds in the FBIRA, which amount to approximately \$2,500, could be used. The amount to be expended for the current party will be about \$500. The Conference felt that the party could remain a Liaison function without the Liaison Agents being required to stand all expenditures and, therefore, excess funds from the FBIRA should be used in handling expenses involved.

It is the view of the Liaison Section, however, that the Bureau representatives who participate in the party should continue to defray the expenses themselves as they have in the past. It is the feeling of the Section that to make this a Bureau-paid function would take away the individual interest of the Liaison Representatives, and that much more interest is attached to the affair when the Agents know they are spending their own money to entertain Liaison guests. The Agents are willing to stand the cost in furtherance of their Liaison functions as they strongly feel the party, to be a success, must be an informal, person-to-person type of gathering rather than be a Bureau-sponsored affair paid for out of Bureau-collected funds. The Liaison Section points out that the invitation list is purposely kept small so as to maintain the informality of the affair. By having each Liaison Agent select his appropriate Liaison contacts to attend the party puts the entire matter on the

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/11/92 BY SP-5a/ky

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

- REP:mIs (7)
- 1-Training and Inspection Division
- 1-Mr. Nease
- 1-Mr. Belmont (detached)
- 1-Mr. Roach (detached)
- 1-Tickler

RECORDED - 97

INDEXED - 97

EX-117

DEC 4 1956

12524

DEC 4 1956

Executives Conference Memorandum  
Re: Liaison Party

December 3, 1956

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

basis of "entertaining friends at home," for which the Agent is willing to pay his fair share. It also permits the Liaison Section to control those invited to make certain all guests are compatible and generally serve in the Executive Branch of the Government on security-type work. *known on staff level of*

If the Director agrees with the view expressed by the Executives Conference, funds from the FBIA will be made available to defray the expenses involved in this Liaison function.

It is to be handled  
 just as it always has  
 been but expense will  
 be borne by FBIA.  
 At knowledge given to  
 Arthur Brown  
 H.

2

MR. TOLSON

11/1/56

THE EXECUTIVES CONFERENCE

SIGNED STATEMENTS - USE IN MILITARY TRIALS

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/11/92 BY SP5ca/dry

In case of "Ray Hardy Seiber, Theft of Government Property," Bufile 52-68035, Seattle file 52-4398, an FBI Agent and a civilian investigator for the Navy jointly took a signed confession from the subject, a serviceman. The United States Attorney declined prosecution. Navy prosecuted by court-martial and convicted the subject, but did not use the signed confession as evidence, stating that it failed to show subject had been warned of rights as required by Article 31, Uniform Code of Military Justice (UCMJ), Title 10 U. S. Code, Section 831, Formerly title 50, Section 602. By letters dated 9/7/56 and 10/11/56 Seattle suggests Bureau instruct field to add two additional warnings to preamble of signed statements taken from servicemen under any circumstances, in order to comply with Article 31 and make them admissible in court-martial proceedings. Seattle says its position is concurred in by Captain Joe H. Munster, Jr., U. S. Navy, District Legal Officer, 13th Naval District, Seattle, and that Munster proposes to transmit his recommendation to the Judge Advocate General of the Navy.

WHAT ARTICLE 31 REQUIRES: The two additional warnings are these:

(1) "informing him of the nature of the accusation" and (2) "that any statement made by him may be used as evidence against him in a trial by court-martial (emphasis supplied)." These are the only warnings required by Article 31 which do not already appear in the FBI's standard preamble to a signed confession.

The problem will be considered under two different sets of circumstances: (1) when the entire interrogation and taking of the signed confession are handled by FBI Agents alone, and (2) when a representative of the Armed Services, either a military person or a civilian investigator employed by the military, participates in the interrogation and taking of the signed confession.

NO PROBLEM IF CONFESSION MADE TO FBI ONLY: No problem exists when the interrogation of the serviceman and the taking of the signed confession from a serviceman are handled by FBI Agents alone in pursuance of their investigative jurisdiction. Signed

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

DJD:bjo

cc - Messrs. Nease  
Tamm  
2 DEC 5 1956

74-125

RECORDED-82  
INDEXED-82

66-2554-12525

3 DEC 5 1956

ORIGINAL FILED IN 66-4807

DO NOT REMOVE



confessions taken under such circumstances are not made inadmissible in court-martial trials by the absence of the two additional warnings quoted above. U. S. v. Grisham, 4 United States Court of Military Appeals 694, 16 Court-Martial Reports 268; U. S. v. Franklin, 8 Court-Martial Reports 513. Article 31 of UCMJ specifies that the warnings which it requires must be given when a serviceman is interrogated by a "person subject to this chapter." Civilian law enforcement officers operating in pursuance of their own jurisdiction are not subject to the UCMJ. U. S. v. Grisham, supra; U. S. v. Franklin, supra. This fact is not altered by the presence at the interrogation of an Armed Services representative so long as he propounds no questions nor seeks to dictate the route taken by the interrogation. U. S. v. Grisham, supra. Nor is it altered by the fact that the civilian officers call in Armed Services representatives to sign the confessions as witnesses, or the fact that the same representatives were present during the questioning of the serviceman but asked no questions of the accused other than as to his rank and organization. U. S. v. Franklin, supra.

Review of the position taken by Captain Munster, as furnished by Seattle, indicates that he is aware that the ruling law in court-martial proceedings is as stated above. He seems to suggest, however, that an exception may have been created by the first sentence of the following quote from the military court in the Grisham case:

"Thus, as we have seen, if persons not subject to the Code - such as civilian law enforcement authorities - conduct an interrogation or request a statement in furtherance of any military investigation, or in any sense as an instrument of the military, (Emphasis supplied), then the duty arises to furnish sound advice concerning the provisions of Article 31. Otherwise they are not required to do so - and their failure will not operate to deprive the court-martial of any statement they may secure."

On the basis of the first sentence above, plus Navy instructions to call the FBI in certain cases, Captain Munster concludes that whenever an FBI Agent questions a Navy serviceman he may be acting "in furtherance of any military investigation" or "as an instrument of the military" and thus must give warning under Article 31, UCMJ. He cites no case and his position is otherwise completely untenable. The FBI is entirely independent of the Armed Services. When FBI Agents question a serviceman they do so only in pursuance of their separate jurisdiction. The results of FBI investigation are presented in courts which constitute a judicial system separate and distinct from the courts-martial. *Dynes v. Hoover*, 20 Howard 65, 15 L. Ed. 838; *Carter v. McClaughy*,

183 U. S. 365, 22 S. Ct. 181, 46 L. Ed. 236; Altmayer v. Sanford, 148 F2d 161. These facts are not changed by a courtesy arrangement whereby the FBI and the Armed Services notify each other of violations within their respective divisions, or the courtesy of the FBI in lending signed confessions to the military.

SAME DECISION MADE PREVIOUSLY: Further, the Bureau's present practice in taking signed confessions from servicemen is in accord with advice received from the military when the same question was raised previously. Seattle raised it by letter 4/15/54 to the Bureau, stating that a court-martial had rejected a confession taken by FBI Agents because its preamble did not show that the subject had been given these two extra warnings required by Article 31. Liaison Section discussed the case with Colonel Stanley W. Jones, Chief, Military Justice Division, Judge Advocate General's Office. Colonel Jones said the court-martial was in error and the FBI statement was admissible, citing U. S. v. Franklin, supra. He suggested, however, that any question could be avoided if FBI Agents would include all warnings required by Article 31. The Executives Conference considered the question on 5/12/54 and unanimously voted in favor of no change in Bureau procedure. Bufile 66-4809-231, 234.

Review of the question as presently raised by Seattle shows no change in either the law or the facts which would require a change in the Bureau's procedures as to signed confessions taken from servicemen by FBI Agents only. Such confessions have always been admissible in court-martial proceedings, when properly taken by FBI rules, and they remain so.

PROBLEM EXISTS IN JOINT INVESTIGATIONS: A different situation prevails, however, when an Armed Services representative - either military personnel or employed civilian investigator - participates with FBI Agents in the questioning of the accused and the taking of the confession. If the Armed Services representative is military personnel he is a "person subject to this chapter (Article 31)" and subject to the UCMJ. If he is an employed civilian investigator for the military, his participation indicates that he is acting "as an instrument of the military" and "in furtherance of any military investigation" within the meaning of U. S. v. Grisham, supra. See also U. S. v. Noel, 8 Court-Martial Reports 572. In either case, all warnings required by Article 31 must be given if the confession is to be clearly admissible in court-martial proceedings. The Ray Hardy Seiber case, in which Seattle currently raises the question, is such a case. Seiber's written confession was given jointly to an FBI Agent and a civilian investigator employed by the Navy. The special warnings required by Article 31 were not given to Seiber.

Since in all future cases wherein an FBI Agent and a military representative jointly interrogate a serviceman a full warning under Article 31 must be given to him, if the confession is to be clearly admissible at court-martial, by whom should the warning be given? Captain Munster states that it can be given by either the FBI Agent or the military representative, or both. This position is unsound. It cannot properly be given by the FBI Agent, for the following reasons:

1. The FBI Agent lacks the technical capacity to give a proper warning under Article 31. Such warnings are required only by military law, which is outside the Agent's jurisdiction, and he can not be presumed to have the knowledge requisite to giving a proper warning under that law. That point might be raised by the defense in a court-martial proceeding.
2. Such action by an FBI Agent would violate the line drawn between the jurisdiction of the FBI and that of the Armed Services. Representatives of the latter are not permitted to give the warning required in FBI signed confessions; the FBI should not give the warning in theirs.
3. Should the warning be given by FBI Agents the Bureau would be put to considerable additional loss of investigative time and money as a result of Agents being subpoenaed before court-martial proceedings to introduce into evidence signed confessions which otherwise could just as well have been introduced by the military representative.
4. The FBI Agents is not in a position to certify to the truth of the warning. The warning must be given prior to making even a preliminary and oral interrogation of the suspect. *U. S. v. Wilson and Harvey*, 8 Court-Martial Reports 48. Since the serviceman is usually in military custody at the time, the military representative could question him without warning, through either design or ignorance, and then call in the FBI. Should the FBI Agent then recite in the signed confession that he warned the subject under Article 31 that warning would be, in effect, false, because a proper warning would now be impossible owing to the prior conduct of the military representative. Should all these facts be brought out, the military judges could severely castigate both the Agent and the FBI for presuming to state as a fact something which the Agent did not know to be a fact, to the possible prejudice of the defendant's constitutional rights, etc.

Only the military representatives have the right, the knowledge and the duty to warn servicemen under Article 31. They should also bear the responsibility.

**RECOMMENDATIONS:** 1. That the Liaison Section be authorized to discuss this matter with the proper military authorities and advise them that: (a) when the interrogation of the serviceman and the taking of a signed confession from him is handled wholly by the FBI there will be no change in the standard FBI preamble to a signed confession, and no warning will be given under Article 31.

(b) when a military representative participates, it will be his sole responsibility to see that a warning is given under Article 31. FBI Agents will be instructed that if the military representative wants this warning to appear in the signed confession, the FBI Agent will write the warning into the confession at the military representative's request and will do so in the words desired by the military representative, provided only that these words do not conflict in any way with the standard FBI warning. The FBI Agent will then write into the preamble of the confession the name, rank, title, etc., of the military representative and the fact that it was he that gave the warning under Article 31. In cases in which this is written into the preamble, the military representative will sign the confession as a witness.

2. That upon completion of this action by the Liaison Section, the Training and Inspection Division will issue appropriate instructions to the field by SAC Letter and manual changes.

**EXECUTIVES CONFERENCE CONSIDERATION:**

The Executives Conference on October 29, with Messrs. Tolson, McGuire, Rosen, Belmont, Sizoo, Nease, Parsons, Mohr, Trotter, and Tamm in attendance, unanimously recommended favorable action concerning contact by Liaison Section and subsequent SAC letter and manual changes.

Mr. Tolson

December 4, 1956

The Executives Conference

The Executives Conference, Messrs. Tolson, Holloman, Rosen, Sizoo, D. E. Moore, Nease, Parsons, Mohr, Nichols and Tamm being present on December 3, was advised of the contents of the Director's memorandum of November 29, 1956, concerning the length and clarity of SAC letters, as well as the Director's comments concerning correspondence, memoranda, et cetera.

*Handwritten signature*

QT:emb  
(5)

cc - Mr. Nease  
Trng. & Insp. Div.

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5-11-92 BY SP-5 C. / deg

*emb*

*Handwritten initials*

RECORDED - 67 66-2554-12521

INDEXED 67 NOV 28 DEC 5 1956

*Handwritten signature*

59 DEC 10 1956

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

MR. TOLSON

November 27, 1956

THE EXECUTIVES CONFERENCE

BUREAU PROCEDURES RE  
CLASSIFICATION OF DOCUMENTS  
EXECUTIVE ORDER (EO) 10501,  
SAFEGUARDING OFFICIAL INFORMATION  
IN THE INTERESTS OF THE DEFENSE  
OF THE UNITED STATES

Present at the Executives Conference on 11/26/56 were Messrs. Tolson, McGuire, Holloman, Rosen, Belmont, Sizoo, Nease, Parsons, Trotter, Callahan, and Tamm.

Mr. Tamm brought up captioned matter, indicating that on memorandum Tamm to Tolson 11/14/56 in which operation of EO 10501 as it applies to Bureau was discussed, the Director had noted, "I think we should study this whole program to make certain we are not over-classifying & at same time are streamlining it. Then we should consolidate all features of it into one SAC Letter. H." It was pointed out that the basic instructions, which still apply, were issued to field in SAC Letter 53-79, followed by further interpretations and instructions in SAC Letters 54-23, 54-24, 54-26, and 54-35. Training and Inspection Division had already undertaken survey of entire problem; results were submitted in memorandum Tamm to Tolson 11/20/56, as captioned.

Mr. Tolson and Conference felt that another SAC Letter reiterating instructions and emphasizing need for strict compliance and for avoiding overclassification should be sent. Proposed SAC Letter enclosed.

RECOMMENDATION:

That enclosed SAC Letter be sent, that it be sent as a separate, independent letter.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

NAW:wmi

(7)

- cc - Mr. Tamm
- Mr. Nease
- Mr. Nichols
- Mr. Belmont

RECORDED-31

INDEXED-31

66-2554-1527  
RECORDED  
46 DEC 6 1956

Enclosure

DEC 11 1956

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/1/82 BY SP5/ak/ky

106-7225-1118

Mr. Tolson

November 29, 1956

The Executives Conference

*hr*

*Tours for new employees who have entered on duty since*

Present at the Executives Conference on November 29, 1956, were Messrs. Tolson, Holloman, Tamm, Rosen, Belmont, Sizoo, Nease, Parsons, Callahan and Trotter. Trotter brought up the question of conducting tours for new employees who have entered on duty since January 1, 1956. As part of the new employee indoctrination procedure, detailed behind-the-scenes tours are now being conducted for new employees. One hundred are taken on the tour each week.

In view of the two holidays which occurred in November, Trotter pointed out that the work in the Identification Division at this time was such that we could very well utilize the time of these employees on productive work. He recommended that these tours be stopped for the time being and that during the third week in January the question of reinstating them be considered at that time. The Conference was unanimously in favor of this proposal.

RECOMMENDATION

That tours for the employees who entered on duty subsequent to January 1, 1956, be temporarily discontinued and consideration as to their reinstatement be taken up during the third week of January, 1957.

- 1 - Mr. Tamm
- 1 - Mr. Nease

*b. h. s.*

523 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/11/92 BY SP-3 Z/ky

CLT:VH *vh*  
(6)

RECORDED-68

*65-2554-12528*

INDEXED-68

16 DEC 10 1956

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

*F-99*

*EX-172*

DEC 13 1956

ORIGINAL CONTAINED IN 14-2



Mr. Tolson

December 11, 1956

The Executives Conference

327 012  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/11/97 BY SP-5 c/fcg

**FINGERPRINTS OF DECEASED INDIVIDUALS  
DESTRUCTION OF FINGERPRINT CARDS**

58918

Present at the Executives Conference on December 10, 1956, were Messrs. Nease, Tamm, Rosen, Nichols, Parsons, Holloman and Trotter. Trotter presented for consideration a proposal to destroy some of our fingerprint records of deceased individuals.

On February 6, 1951, the Bureau was granted authority by the Joint Committee on the Disposition of Executive Papers to destroy certain of the fingerprint cards of deceased individuals after they have been placed in our fingerprint dead file. Under the terms of this authority, one master fingerprint card shall be retained indefinitely along with the copy of the complete record of the individual. All other fingerprint cards in that particular individual's record could then be destroyed.

As a matter of policy, the Bureau has followed the practice of retaining for a period of ten years after the individual has died the complete fingerprint record. Thus, under our present practice we do not destroy those cards authorized for destruction until ten years after date of death. We now, therefore, will place a record in the dead file, leave it there for ten years, and then destroy all but one fingerprint card and a complete copy of the man's record.

Trotter proposed that this ten year period be reduced to five years. It was felt that we would pick up some space by doing this. Although the exact amount of space cannot be calculated if the decision to reduce the waiting period to five years is followed, this will affect 39,000 records in our files. It was pointed out that we have had no requests for a deceased individual's record which would require producing the fingerprint cards in the file which go beyond five years after death.

The Executives Conference was unanimously in favor of destroying all but one fingerprint card and complete copy of the record of deceased individuals five years from the date on which the individual was declared deceased. Should you agree this policy will be placed in effect immediately.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason 1 - Mr. Tamm
- Mohr 1 - Mr. Nease
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease CLT:VH
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

51 DEC 13 1956

INDEXED - 84  
RECORDED - 84

66-2554-12537

DEC 12 1956

OK  
K  
EX-126

MR. TOLSON

August 14, 1956

THE EXECUTIVES CONFERENCE

*Police Training Slides and Slide Projectors*

~~POLICE TRAINING SLIDES  
AND SLIDE PROJECTORS~~

The Executives Conference on 8/13/56, consisting of Messrs. Nichols, Belmont, Tamm, Parsons, Rosen, Nease, Hennrich, and E. C. Brown, considered a suggestion that more field offices be supplied with 35 mm. slide projectors for use in police training.

Conference was advised that 5 offices now have 35 mm. projectors and the remainder have the older projectors using 3 1/4" by 4" slides. Disadvantages of the older projectors include: Cost - \$170 against \$100 for 35 mm. projectors; weight - 30 pounds against 13 1/2 pounds for the 35 mm. projectors; cost of slides approximately 5 times as much for 3 1/4" by 4" slides as for 35 mm. slides. Other advantages of 35 mm. equipment: Leica and other 35 mm. cameras are presently assigned to the field so that field offices can make many of their own slides; 35 mm. strip film may be used in addition to the regular slides, making it possible to put from 10 to 100 or more slides on a continuous strip of film. Thirty-five mm. projectors are adapted to project both slides and strip film; the majority of requests made of the Bureau for slides for television purposes are for 35 mm. slides. Thirty-five mm. projectors are more readily available for use on a loan basis; a box of 35 mm. slides weighs only a few ounces for shipping purposes, against 8 pounds for a similar number of 3 1/4" by 4" slides.

The Executives Conference previously considered a similar suggestion on 8/11/54 and unanimously felt that the Bureau should continue to use the projectors then on hand, but that the Bureau should equip each projector with an appropriate adapter in order to permit the showing of 35 mm. slides. A satisfactory adapter could not be found on the market and hence the offices have not been supplied with adapters.

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/11/92 BY SP-5/deg

66-2554-12830

BCB:wml  
(6)  
cc - Mr. Nease  
Mr. Mason  
Mr. Mohr

RECORDED - 95

DEC 27 1956

INDEXED-95

51 DEC 20 1956

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Memo for Mr. Tolson

The Executives Conference on 8/13/56 unanimously favored replacement of 3 1/4" by 4" projectors by 35 mm. projectors as individual offices make such requests. Not all offices have equal need for projectors and it is, therefore, not considered necessary to announce this to the field or to automatically purchase replacement projectors for all offices. In the future, however, all training slides prepared by the Bureau will be of the 35 mm. size.

Director, FBI

10/5/56

The Executives Conference

ERRORS DETECTED WITHIN SEAT OF GOVERNMENT DIVISIONS

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/11/92 BY SP5C/dag

The Executives Conference, Messrs. Tolson, Nichols, Holloman, Rosen, Belmont, Sizoo, Nease, Parsons, Trotter, Mohr and Tamm being present, considered the scoring of errors and disciplinary action to be taken with regard to errors in outgoing correspondence made by the stenographer or typist and not detected by the dictator. This consideration applies to those errors in correspondence which are detected within a division and does not apply to those errors which are detected in the offices of the Assistant to the Director, the Associate Director or the Reading Room.

The discussion was concerned primarily with the placing of responsibility for errors at the source and it was proposed that errors be scored against stenographers or typists after they have been so assigned to a stenographic or typist job for 90 days. This is an extension of the present rule of 60 days after assignment errors are scored. It is also proposed that if a stenographer or typist is transferred to a new assignment in which the work is entirely different from the type to which they have previously been assigned, they be granted a 30-day training period in their new assignment before the scoring of procedural errors. The discussion proposed that if the originator of a piece of correspondence, i. e. the stenographer, the typist or the dictator, is scored with 5 errors in one month, that a special memorandum be prepared for the employee's personnel file. If 5 errors are scored for two months in succession, the employees receive a letter of censure and in the case of the stenographer or typist they be instructed to attend a 10-hour retraining class conducted by the Training and Inspection Division for the purpose of additional instruction in procedures, vocabulary, spelling, punctuation, etc. This type of training, of course, would not be given to the dictator. The discussion also considered a penalty for 10 errors in one month in which case the employee would receive a letter of censure and in the case of the stenographer or typist instructions to attend a 10-hour training course.

INDEXED - 90 RECORDED - 90

The conference unanimously recommends the approval of a 90-day training period for newly assigned stenographers and typists prior to the scoring of penalty errors.

EX-110

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Randy \_\_\_\_\_

cc - Mr. Tamm

Mr. Nease

393

QT:rcf 11 OCT 11 1956

(5)

Memorandum for the Director

The conference unanimously recommends a training period of 30 days for stenographers and typists where they are assigned to a new type of work involving new procedures. This 30-day period to apply only to procedural errors and not to mechanical errors such as spelling and typographical errors.

Messrs. Tolson, Nichols, Holloman, Rosen, Belmont, Sizoo, Nease, Parsons and Tamm recommend that where an employee is scored with 5 errors in one month this be the subject of a memorandum to be placed in the personnel file. It is also recommended that where 5 errors are scored for 2 months in succession the employee receive a letter of censure and in the case of the stenographer or typist instructions be issued that they attend a 10-hour training course to be conducted by the Training and Inspection Division. The same members of the conference recommend that where an employee is scored with 10 errors in one month they receive a letter of censure and instructions to attend a training course of ten hours' duration.

Messrs. Trotter and Mohr are opposed to the recommendation. They feel that the errors should be keyed to the production of the employee and consideration should be given to those employees who are turning out a large volume of work. They realize that a production system would require extensive record keeping, would be burdensome to maintain the necessary records, and would require extensive paper work. Mr. Mohr feels this becomes apparent when it is realized that the proposed system encompasses employees who are assigned duties in some instances where they turn out large volumes of work, such as in steno pools, and those employees in typing assignments who compose their own letters on a non-volume basis. It is fairly well established that those employees doing the most typing will make the most typographical errors. The system, therefore, will result in unfairness which will affect morale and, in effect, destroy the effectiveness of what we are trying to accomplish. Mr. Mohr feels our present system is sound and that we can achieve our objective by concentrating on the problem and removing employees from positions where they fail to measure up to the standards of accuracy desired by the Bureau.

Production records keyed to an error system are in existence in the Identification Division and the Records and Communications Division, with regard to the production of the employees for promotional purposes and for judging the ability of employees to handle a particular assignment. In these two divisions close record is kept of production and errors and a final rating is reached based upon the production of the employee and the number of errors made. In addition,

Memorandum for the Director

the Identification Division has a separate penalty system for handling cases involving missed identifications and erroneous identifications which has no relationship to the production of the employee. This is applied exclusively in the Technical Section of the Identification Division.

If the majority recommendations are approved, appropriate instructions will be issued.

Respectfully,  
For the Conference

Clyde Tolson

*I share majority  
view.  
H.*

MR. TOLSON

December 27, 1956

THE EXECUTIVES CONFERENCE

NATIONAL CONFERENCE OF BAR EXAMINERS  
DENVER, COLORADO

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/11/92 BY SP-Sci/ajg

On December 26, 1956, the Executives Conference, consisting of Messrs. Nichols, Boardman, Belmont, Mohr, Parsons, Hargett (for Mr. Rosen), Tamm, Trotter and Nease, considered our present policy of furnishing information to the National Conference of Bar Examiners (NCBE).

It was pointed out to the conference that prior to November, 1945, the Bureau handled some inquiries from NCBE and referred others to the Department. Then, until September, 1947, information was furnished orally to NCBE by the Bureau through the Denver Office. In September, 1947, the Executives Conference recommended establishment of policy of furnishing public source information only to NCBE through the Denver Office. This was approved. In January, 1951, the Executives Conference recommended furnishing information in the Identification Division files to NCBE orally through the Denver Office. This was also approved.

In October, 1953, the Executives Conference recommended that we stop furnishing information to Bar associations after indication that Miss [redacted] of the NCBE, may have abused Bureau confidence, by indicating on 10/6/53 to the Committee on Admissions and Grievances of the U. S. District Court, District of Columbia that the FBI might be able to furnish them information on a Bar applicant. It was determined on 1/27/54 that Bureau had furnished neither Miss [redacted] nor the NCBE information on the applicant in question and that Miss [redacted] denied making any statement that the FBI might have information on the applicant or revealing any relationship between the NCBE and the Bureau.

Colo.

EX-117 RECORDED - 88 66-2554-10531

In the meantime, in November, 1953, the Bureau declined to furnish information to Committee on Character and Fitness, Supreme Court, Appellate Division, New York City, who then wrote the Attorney General asking him to intercede for them. The Bureau, by memorandum to Attorney General on 1/19/54 stated we had previously cooperated in furnishing information to Bar associations but discontinued same because of violations of confidence. Specifically we had in mind the above incident involving Miss [redacted] and the Committee on Admissions and Grievances, U. S. District Court, District of Columbia, and our furnishing unfavorable information in September, 1953, to the Pennsylvania State Board of Law Examiners re former SA Kenneth Malcolm Bierly, who

b6  
b7c

Tolson  
Nichols  
Boardman  
Belmont  
Mohr  
Parsons  
Rosen  
Tamm  
Trotter  
Nease  
Young

SENT DIRECTOR

- 1 - Section
- 1 - Yellow
- 1 - Mr. Young
- 1 - Mr. Boardman
- 1 - Mr. Belmont

Handwritten signatures and initials, including a large 'V' and 'B'.



Executives Conference Memorandum  
Re: National Conference of Bar Examiners  
Denver, Colorado

subsequently learned of this. The Pennsylvania State Board denied making it available to him. The memorandum was returned by the Attorney General on 1/22/54 with the notation "J.E.H.--In view of fact that this is an office of the Courts (not a Bar Ass'n.), I suggest we give the requested information so long as our confidence isn't abused. H.B." Following this ruling, the Bureau again resumed furnishing public source information to NCBE through the Denver Office.

On 11/2/54, a memorandum was prepared to the Attorney General dealing with our dissemination policies and procedures in internal security matters. In reply the Attorney General, by memorandum 11/10/54 stated there should be no change but omitted specific mention of our furnishing information to the NCBE. Accordingly, the Bureau by memorandum 12/13/54 asked the Attorney General if he desired that we continue to furnish public source and lead data to the NCBE and to various state Bar committees on character and fitness wherein there has been no previous breach of confidence. The Attorney General returned this memorandum on 12/14/54 with the notation "yes" thereon. The Bureau has continued to maintain this policy.

The Executives Conference was unanimous in its recommendation that the Bureau continue furnishing public source and lead data to the NCBE and to the various state Bar committees on character and fitness wherein there has been no previous breach of confidence, in view of the above rulings by the Attorney General.

RECOMMENDATION:

If the Director approves, we will continue the present policy of furnishing public source and lead data to the NCBE and to various state Bar committees on character and fitness wherein there has been no previous breach of confidence.

What do you mean  
by "lead data"?

H.

The Director

December 20, 1956

The Executives Conference

INTERSTATE TRANSPORTATION OF  
STOLEN PROPERTY (ITSP) MATTERS  
MAJOR THEFT INVESTIGATIONS

323 DL3  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-11-92 BY SP-5/deg

The following suggestion was considered by the Executives Conference:

SUGGESTION:

It was suggested that for a trial period we instruct the field to institute an immediate full investigation into all thefts over \$5,000, even though no interstate transportation of stolen property is apparent, for the purpose of determining through our own investigative effort whether any interstate feature exists which would bring the case within our jurisdiction. If after sound and reasonable investigation no interstate angle has developed, we will allow the field to close the case subject to being reopened on the development of an interstate feature. We would continue to maintain close liaison with local authorities so that we would be aware of developments.

PRESENT POLICY:

Reference is made to the policy in effect since 10/10/56, that henceforth all cases over \$50,000 would be investigated regardless of whether or not interstate transportation of stolen property had been established.

We have gone back and reviewed cases covering the period 10/1/55, to 10/10/56. There were 48 such cases. We were maintaining liaison with the police in these cases but we were not conducting an active investigation in the absence of an indication of an ITSP violation.

Additional Instructions Issued on 12/5/56:

On 12/5/56, we issued instructions to the field to immediately review all files for information concerning all thefts wherein property valued at \$50,000 or more was stolen subsequent to 10/1/55, and not recovered within the state where stolen.

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

cc: 1 - Mr. Tamm  
1 - Mr. Nease

AR: bak  
393  
51 JAN 14 1957

INDEXED-95  
RECORDED - 95  
SENT DIRECTOR  
12/21/56

EX-125

66-2554-1253a  
JAN 14 1957

Executives Conference Memorandum  
Re: INTERSTATE TRANSPORTATION  
OF STOLEN PROPERTY (ITSP) MATTERS  
MAJOR THEFT INVESTIGATIONS

Where no active investigation has been instituted, an immediate investigation was to be made by discreet inquiry and full use of informants. No comments are to be made to the press with respect to any investigation of such a case without Bureau clearance. The purpose of these instructions was to pick up all cases which might fall within the \$50,000 rule, which offenses occurred between 10/1/55, and 10/10/56.

DEVELOPMENTS JUSTIFYING A CHANGE IN OUR PRESENT POLICY:

Based upon a review of the 48 cases which have occurred since 10/1/55, and in line with the present policy that any case in the amount of \$50,000 must be investigated, even though no interstate transportation of stolen property has been established, it will be necessary to make direct inquiries even though such inquiries will be discreet. In picking up those cases occurring prior to our present policy which became effective 10/10/56, it is entirely possible that we will have other questions raised throughout the field by persons who have had valuable property stolen but which property is not over \$50,000.

In considering all factors, it was believed desirable to change our present policy and for a trial period, during which time we will analyze the problems which arise, we institute a policy of immediately going in on all cases over \$5,000 even though there is no apparent interstate transportation of stolen property. The statute provides that any interstate transportation of stolen property valued at \$5,000 or more is within the jurisdiction of the Federal Government (Section 2314, Title 18.)

FACTORS WHICH WOULD JUSTIFY THE RETENTION OF OUR PRESENT POLICY:

Our policy should continue as is inasmuch as if there was a change and we accepted every case involving a theft of over \$5,000 even though there was no indication of interstate transportation, we would be embarking on a program that would lead us to the handling of numerous cases purely local in nature. The ultimate effect would be to relieve the local authorities of their

Executives Conference Memorandum  
Re: INTERSTATE TRANSPORTATION  
OF STOLEN PROPERTY (ITSP) MATTERS  
MAJOR THEFT INVESTIGATIONS

responsibilities and it also might result in the local authorities viewing with disfavor our attempt to encroach upon their local jurisdiction. In addition, we have no way of estimating the number of cases we would receive. A check, however, could be made of our crime statistics to determine how many robberies, burglaries and larcenies over \$5,000 have been reported to Crime Records. In order to obtain this information it would take the time of one man for one week.

RECOMMENDATION:

Messrs. Nease, Sizoo, Parsons, Holloman, Mohr, Nichols, Belmont and Tamm recommended that there be no change in the present policy. It was not thought desirable to change our policy. It was felt that we could handle any question that might be raised concerning those cases which we were not handling between \$5,000 and \$50,000 without any difficulty. This was felt to be more desirable than attempting to handle all cases between \$5,000 and \$50,000 to the point where we would have to establish that there was not an interstate transportation of stolen property before we could discontinue an investigation.

Mr. Rosen disagrees with the majority and feels that it would be desirable to change our present policy and for a trial period, during which time we would analyze the problems which arise, we would institute a policy of immediately going in on all cases over \$5,000 even though there is no apparent interstate transportation of stolen property. It is not felt that any check is necessary to determine the number of cases which might be received if we adopted the suggestion. The objective of the suggestion is to handle each case on its own merits. Within sixty to ninety days we would then be able to determine from our experience whether or not the policy is sound.

ACTION WHICH WILL BE TAKEN IF SUGGESTION OF MINORITY APPROVED:

(1) We will instruct the field to institute an immediate full investigation into all thefts over \$5,000 even though there is no apparent interstate transportation of stolen property for the purpose of determining through our own investigative effort whether any interstate feature exists which would bring the case within our jurisdiction.

(2) If, after sound and reasonable investigation, no interstate angle has developed, we will allow the field to close the case subject to it being reopened on the development of an interstate feature. We will maintain close liaison with local authorities so that we will be aware of developments.

Executives Conference Memorandum  
Re: INTERSTATE TRANSPORTATION  
OF STOLEN PROPERTY (ITSP) MATTERS  
MAJOR THEFT INVESTIGATIONS

(3) The field will be required to submit to the Bureau copies of reports in all cases. They will be appropriately analyzed.

(4) The SAC will be authorized to close cases on his own authority subject to Bureau approval. He will be required to set out his justification for closing such a case and if such reasons are not justified, he will be instructed to reopen the case after proper review at the Seat of Government.

(5) All cases, regardless of amount, which have unusual features, such as considerable local or national interest, must immediately be brought to the attention of the Seat of Government.

If approved, immediate instructions will be issued to the field. This matter will be closely supervised.

Respectfully,  
For the Conference

Clyde Tolson

I Concur with majority view  
The law says \$5000 + we have  
no right to read into it any  
other figure. We can't determine  
if there is ~~an~~ interstate  
transportation until we have  
checked into it

JF

DATE OF MAIL

12/27/56

HAS BEEN REMOVED FOR THE CONFIDENTIAL FILE ROOM OF THE DOMESTIC INTELLIGENCE DIVISION.

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/11/92 BY SP5 e/deg

SEE FILE 66-2554-7530 FOR AUTHORITY.

SUBJECT

JUNE MAIL

Executives Conference

REMOVED BY

<sup>393</sup>  
57 FFR 7 1957

FILE NUMBER

66-2554-12533

PERMANENT SERIAL CHARGEOUT

Mr. Tolson

January 16, 1957

The Executives Conference

NATIONAL RIFLE ASSOCIATION  
PISTOL MATCHES - Camp Perry, Ohio

The Executives Conference on 1/16/57, Messrs. Tolson, Mohr, Trotter, Conrad, Nease, Rosen, Nichols, Holloman, Boardman, Belmont and Tamm being present were advised of a contact made by Mr. C. Richard Rogers, Director, Club Activities Division, National Rifle Association (NRA) with SAC Sloan, Quantico, Virginia. Sloan was advised that the NRA through its Executive Director Lieutenant General Floyd L. Parks is planning to request the Bureau to conduct a training school for pistol and rifle shooters who are law enforcement offices in connection with the NRA National Pistol Matches at Camp Perry, Ohio, in August of 1957. Sloan was advised that 300 to 400 police offices composing pistol teams from all sections of the country would attend these national matches. NRA feels that because the Bureau is the recognized expert in police firearms training that it would be nice if a course could be conducted for these offices during the national matches. Mr. Sloan recommends that if the request is received the Bureau favorably consider it.

The Conference feels that it would not be advisable to accept such an invitation for the following reasons:

1. This would not actually be an FBI school but would be an NRA school and we can get more benefit on concentrating on local firearms schools.
2. We can expect that the best of police firearms men will be in attendance at the matches and they will be more critical of us than we are of benefit to them.
3. This would take at least 10 Bureau firearms instructors and it is felt that this is too many men to allot to a function of this type.

1 - Mr. Nease  
1 - Mr. Tamm

QT:dps  
(5)

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/11/82 BY SP5 [signature]

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

RECORDED - 22  
 INDEXED - 22  
 66-2554-12534  
 JAN 17 1957  
 EX-120

51 JAN 18 1957



Executives Conference Memorandum  
Re: National Rifle Association  
Pistol Matches - Camp Perry, Ohio

1/16/57

The Conference unanimously recommends that if such an invitation is received it not be accepted.

*J. J. Jones*  
*H.*

Mr. Tolson

January 17, 1957

The Executives Conference

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/1/92 BY SP-3a/deg

~~TOUR OF BUREAU FOR NEW CLERKS~~

Present at the Executives Conference on 1/16/57 were Messrs. Tolson, Mohr, Trotter, Conrad, Nease, Rosen, Nichols, Holloman, Boardman, Belmont and Tamm and the question of conducting tours for clerical employees who have entered on duty since January 1, 1956, was brought up for discussion. (As a part of the new employees indoctrination procedure, detailed behind-the-scene tours for new clerical employees after they have been on duty 60 days were conducted as a result of a suggestion submitted by a Bureau employee. A few of these tours were conducted in November of 1956; then upon the recommendation of the Executives Conference and your approval the tours were discontinued because of the delinquent status of the clerical work in the Bureau to be reconsidered in January of 1957.)

It is felt that these tours are extremely worthwhile. It is noted that they are conducted by Agents and are thorough and complete necessitating the expenditure of about 3 hours per tour. The purpose of the tours is to give the clerical employees a better insight into the Bureau's operations and their relationship to the individual functions. It is also felt that they would possibly reduce the number of resignations of clerical employees.

It was suggested that these tours be reinstated commencing on January 29, 1957, and be conducted on Tuesday and Thursday of each week - 50 employees to be taken on a tour each day divided into groups of 25 employees each. Tours to be conducted by Special Agents of the Crime Records Section. It was further felt that clerical employees of all divisions at the Seat of Government except the Identification Division be conducted on these tours first and that the Identification Division employees be taken on the tours after March 1st so that the Identification Division will have an opportunity to eliminate its delinquency.

There were on the Bureau's rolls as of the close of business December 31, 1956, 1,478 clerical employees who had entered on duty since January 1, 1956. 778 of these employees are in the Identification Division.

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr 1 - Mr. Nease  
Parsons 1 - Mr. Tamm  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Winterrowd (5)  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

RECORDED - 24

INDEXED - 24

JAN 22 1957

EX-117

51 JAN 23 1957

66-2507-12535

J.P.

Executives Conference Memorandum  
Re: Tour of Bureau for New Clerks

January 17, 1957

(Conference unanimously recommends the reinstatement of the clerical tours of the Bureau for all clerical employees of the Seat of Government and the Washington Field Office who have entered on duty since January 1, 1956.) Such tours to commence on January 29 and to be held on each Tuesday and Thursday thereafter and that tours for the Identification Division employees commence after March 1.

OTC  
✓  
1-18

THE DIRECTOR

December 17, 1956

The Executives Conference

COMMUNISM AND BUREAU TOURS

323.013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/11/92 BY SP5CJ/deg

The Executives Conference on December 17, 1956, consisting of Messrs. Nichols, Boardman, Mohr, Parsons, Rosen, Trotter, Holloman, Nease, and Belmont considered a proposal that FBI tours include certain exhibits on the subject of communism.

The Bureau's tour service is a great educational medium reaching nearly 400,000 persons during the current year. The proponents of communism and persons excusing communism or some of its activities utilize public media such as speeches, newspapers, articles, studies, books, surveys, et cetera to reach the public and they sell the public the idea that communism is not dangerous. What a wasted opportunity if we do not use the terrific educational possibilities of the Bureau tours to counteract such activities. Instead of featuring the dry, dusty, stale bones of Nazism--a very dead beast--shouldn't we feature the live, treacherous, marauding bear in our midst?

(All we need to do is to present certain indisputable facts about communism out of public communist sources and reliable noncommunist sources, plus the position already taken in public by the Director on this matter.) The Director is the greatest authority in the nation on the subject and has spoken out fearlessly on the issue since the 1920's. The Bureau's position in investigating communists and communism is thoroughly known to the public today, as evidenced by the Smith Act trials.

An objection will be raised that tour leaders are not sufficiently informed to discuss communism. This is true and there will be no need for them to discuss it at all. The (exhibits will be so drawn up as to speak for themselves, presenting the facts for the people on the tour to interpret as they will.) Whatever comment is made by a tour leader can be simply the reiteration of what appears on the exhibit or reference to the Director's statements.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Holloman \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Enclosure

cc - 1-Mr. Tamm  
1-Mr. Nease

RECORDED - 24

INDEXED 24

66-2507-12534

JAN 22 1957

EX-117

JAN 23 1957

SENT DIRECTOR

12-18-56

(5)

For the Director  
From the Executives Conference

In the alternative, the exhibits on communism can be placed at the first floor entrance where the tours start where they will be viewed while the people wait for the tour to commence, thus further removing the necessity for the tour leaders to make comment. Again, the exhibits could be placed at the end of the tour, if desired, for the same reason.)

It is pointed out that communist exhibits are presented daily by the U. S. Information Agency and that Agency does not appear to be having any trouble.

Today, increasing numbers of people who mold public opinion (encouraged by the Fund for the Republic) are saying that communism is no longer a threat within the United States. This misleading view needs to be combatted. The Director has already taken this step in articles and speeches. Exhibits on communism will be simply an extension of the Director's public position into another sector of the battle. Are we to pass over and deliberately refuse to use against communism a highly effective weapon--the very persuasive Bureau tour service--because of timidity.

Four proposed charts or exhibits are attached which were drawn up by the Central Research Section as suggested basis to start such exhibits.

No. 1 is a world chart showing the percentage of land area and the percentage of world population controlled by communism.

No. 2 consists of excerpts of statements by federal judges at Smith Act trials reflecting that the communist conspiracy is ruthless, violent, totalitarian, tyrannical, and part of an international conspiracy.

No. 3 is a chart recording statistics, identities, and locations of Smith Act prosecutions.

No. 4 sets out 10 points on how to combat communism based on the Director's article in the American Legion Magazine, March, 1954.

For the Director  
From the Executives Conference

**EXECUTIVES CONFERENCE RECOMMENDATION:**

Messrs. (Nease and Trotter recommended this not be done.) They felt that regardless of how this is presented, questions will be raised by the tourists which the clerical tour leaders will be unable to answer. Mr. Trotter also pointed out that we do not allow the field to discuss communism in public.

Messrs. (Nichols, Boardman, Mohr, Parsons, Rosen, Holloman, and Belmont recommended that we accept this suggestion) and work up exhibits similar to those attached to this memorandum for use in our tours. They felt that as long as the exhibits are properly chosen they speak for themselves and the tour leaders can restrict their comments to the factual material appearing on the exhibits and a few selected quotations from the Director's public statements. They felt that the good to be accomplished by this procedure far outweighs the risk. Further, if it appears upon experiment that there are unforeseen difficulties, we can withdraw the exhibits at any time we feel desirable.

In the event the Director agrees with the majority opinion above, Mr. Nichols' division will go ahead with the preparation of the exhibits for the Director's approval.

Respectfully,  
For the Conference

Clyde Tolson

Mr. Tolson

December 18, 1956

The Executives Conference

IDENTIFICATION RECORDS

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/11/92 BY SP-5 [signature]

Present at the Executives Conference on December 17, 1956, were Messrs. Boardman, Nease, Parsons, Nichols, Mohr, Belmont, Holloman, Rosen and Trotter. Trotter presented for consideration the present policies and procedures of the Identification Division when alluding to fingerprint records in Bureau correspondence.

Whenever a record is referred to in an investigative report, wire, letter or in any other manner, it is specifically called an "identification record." We have been doing this since 1946 when the field was instructed by Bureau Bulletin No. 38 dated July 17, 1946, to adhere to such terminology. The reason for this is that it is entirely possible that the complete fingerprint record on an individual may consist solely of applicant and other types of noncriminal fingerprint cards. Thus, it would be a misnomer to call such a record a "criminal record." Regardless, therefore, whether the record contains all criminal cards, all noncriminal cards, or a mixture of both, whenever we refer to a positive fingerprint record in our files, we always call it the "identification record."

Whenever we reply negatively to a request for a check of our files, we have heretofore used the terminology "no prior criminal data" or "no prior criminal record" in our fingerprint files. We do this for a specific purpose, namely, to show that a check of our criminal files was made and we could discover no prior criminal record. By way of explanation, the majority of the daily incoming work consisting of 21,000 fingerprint cards and approximately 7,000 other items for processing, such as, disposition sheets, photographs, requests for criminal records, etc. are only processed against our criminal file. In by far the larger number of incoming requests only require processing against the criminal files and, as a matter of practicality, it would be impossible to conduct a double search by also searching our civil or noncriminal files. Of course, if the exigencies of the situation require, such we do process the incoming request against our civil file. This would apply to such cases as unknown dead, amnesia victims, fugitives, etc.

Enclosure

- 1 - Mr. Tamm
- 1 - Mr. Nease

CLT:VH 393

RECORDED

EX-127

66-2761-463  
66-2554-12536X  
JAN 4 1957

JAN 22 1957  
MAY 14 1957

son  
hols  
rdinal  
mont



Memorandum for Mr. Tolson

It follows, therefore, that an incoming request that is only processed against our criminal file could not in all truthfulness be answered "no identification record FBI."

In replying, therefore, when we are reporting strictly a negative search of our criminal file, we use the language at this time "no prior criminal record FBI." Much of this work is handled by form communication and all of our present supply of forms allude to our negative record checks as "no criminal record."

The question placed before the Conference was whether we should change the terminology from "no criminal record" to "no arrest record FBI." Trotter pointed out that this particular question had never been raised by any of our 12,900 fingerprint contributors; that it was understood by all contributors that the term "no criminal record" meant that we had no previous criminal history on the individual and that in law enforcement parlance this was the accepted phraseology. Mr. Nichols felt that we would be more accurate by changing our negative replies to read "no arrest record FBI." He pointed out that we would be less subject to criticism by referring to negative fingerprint record checks in this manner.

The Conference unanimously recommends that when our forms covering nonident replies are next printed that we change these to read "no arrest record FBI" and that in the future when replying by wires or signature letters we use this phraseology. Should you agree, this change will be effected. There is attached an SAC Letter reiterating the instructions set forth in Bureau Bulletin No. 38 dated July 17, 1946, and informing the field that henceforth no record replies on a fingerprint check will be referred to as "no prior arrest record FBI."

Laguer  
✓  
1-1-57  
7H  
OK  
IX

MR. TOLSON

1/18/57

THE EXECUTIVES CONFERENCE

ADMINISTRATIVE CLOSING OF BUREAU  
CASES IN THE FIELD

The Conference considered the policy set forth with reference to closing cases administratively in the field on the authority of the SAC. It is noted that the Handbook and the Manual of Rules and Regulations, in dealing with the closing of a case administratively, treat this as a matter in which the field office need not submit investigative reports. (Handbook, pages 27 and 28, Part I; Manual of Rules and Regulations, Section 4, Communications.)

INVESTIGATIVE REPORTS (ADMINISTRATIVE CLOSING OF A CASE)

Investigative reports are not submitted when investigation is conducted when the following conditions exist:

A. When the information developed is negative or trivial and no special reason exists for advising the Bureau.

B. When the investigation would have been included in an initial opening and closing report. (In such a case, inasmuch as no further investigation is being conducted and the case is being closed, there is no need to submit a report and therefore such a case is closed by writing a memorandum for the file.)

C. When no process was issued.

D. When the inquiry did not originate on the basis of a request from the Bureau.

Even though all of the above conditions exist there is also an exception in Theft from Interstate Shipment cases which will require the SAC to submit a report to the Bureau even though the case is trivial, etc. The field office must submit a report in instances where there is a major theft (property valued over \$3,000); where there is a hijacking; and in those instances where the field office has failed to

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

- 1 - Mr. Tamm
- 1 - Mr. Nease

AR:LS

RECORDED - 40 JAN 23 1957

INDEXED - 40  
EX-108

JAN 24 1957

66-2554-12537

3230/3  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/11/82 BY SP5 C/peg

*Handwritten initials and marks*

*Handwritten initials*

**Executives Conference Memorandum**

**Re: Administrative Closing of Bureau Cases in the Field**

comply with the rule that all major thefts must be investigated within an hour after the receipt of the complaint, or in less than major cases the field office fails to conduct an investigation the same day the complaint is received.

It is noted that the rule with reference to submitting investigative reports or closing cases administratively applies to all classifications except Extortion and intelligence matters or where widespread publicity is involved.

This matter was given careful re-evaluation pursuant to the suggestion of Mr. Tolson and the approval of the Director.

**RECOMMENDATIONS BASED UPON CURRENT RE-EVALUATION**

The following offices were contacted to determine the volume of cases closed administratively in the field. The Miami, Philadelphia, St. Louis, New York, Atlanta, Los Angeles, Chicago and Charlotte Offices submitted results of their studies. The percentage of closing by administrative action in these offices ranges from over 11% in some offices to as high as over 41% of all cases closed. Projecting the figures on the basis of the information submitted by the above-named offices, there would be an increase of approximately 249,000 reports per year which would be received at the Seat of Government and which would require that cases be opened upon them.

In addition, in order to check these figures, information was obtained from the Records Section. The Records Section reports that based upon the volume of mail currently received from the field offices during the calendar year 1956, a 15% increase in new matters over the present total volume would cost the Records Section \$212,329.58 to process the mail alone. A 25% increase would cost the Records Section \$399,165.45. These are approximation figures only, of course.

It is also noted that matters closed administratively in the field would, in most instances, be new cases at the Seat of Government. The Records Section states this is the most expensive type of mail to process inasmuch as it costs \$1.29 to open a new case.

**Executives Conference Memorandum**  
**Re: Administrative Closing of Bureau Cases in the Field**

**CONCLUSION AND RECOMMENDED ACTION**

It is noted that a most conservative estimate, bearing in mind the above information, would indicate that it would cost over \$300,000 to change the rule with reference to closing cases administratively. This, of course, does not include the additional cost which would be incurred in connection with searches, pulling of files, storage space, etc.

The Conference, those in attendance being Messrs. Tolson, Mohr, Trotter, Conrad, Nease, Belmont, Boardman, Rosen, Tamm, Holloman and Nichols, on January 16, 1957, unanimously recommended that we retain the present requirement with reference to closing cases administratively in the field offices; that we should closely continue to check these procedures in the field through our inspections as is required and that there would not seem to be any justification to clutter our files and indices at the Seat of Government with reports in such types of matters which will require reference on rare occasions. The cost would not seem to justify this additional burden.

The Director

January 16, 1957

The Executives Conference

RETRAINING SESSION FOR FBINA GRADUATES

The Executives Conference on 1/16/57, Messrs. Tolson, Mohr, Trotter, Conrad, Nease, Rosen, Nichols, Holloman and Tamm being present considered the recommendation of the Training and Inspection Division that a retraining session for the graduates of the FBI National Academy who are actively engaged in law enforcement in good standing or who are regularly retired law enforcement officers be held in Washington, D. C., November 4 through 8, 1957.

Conference was advised that the last retraining session of the National Academy was held in 1949 and the officers elected at that time are still serving. The constitution of the National Academy Associates provides that the officers must be elected at a regularly scheduled meeting in Washington, D. C., and changes to the constitution can only be made at such a meeting.

There has been a consistent and widespread desire on the part of graduates for a retraining session in Washington. Mr. Nichols by memo to Mr. Tolson dated September 18, 1956, set forth conversations which he had at the <sup>inter</sup>national Association of Chiefs of Police Convention with graduates which they express a strong desire for a retraining session.

Conference was advised that there has been no activity by the national organization since the retraining session in 1949 and that there has been little justification for a continuation of a national organization.

The National Academy Associates pay dues to the National Association and the treasury has at the present time between \$13,000 and \$14,000 and it is believed that the graduates would be anxious or at least willing to use a considerable portion of this money for a retraining session. As it is now they get little or no benefit from the dues which they pay.

- 1 - Mr. Nease
- 1 - Mr. Tamm

60 JAN 31 1957

GT:dps  
(5)

RECORDED - 96

INDEXED - 96

EX-117

JAN 28 1957

393 0/3  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/14/92 BY SP5 C/ply

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

66-2554-12538  
SEARCHED  
SERIALIZED  
INDEXED  
FILED

Executives Conference Memorandum  
Re: RETRAINING SESSION FOR FBINA GRADUATES

1/16/57

Conference was advised that it was felt desirable to hold a retraining session so that the constitution can be changed to do away with the necessity for meetings in Washington. In order to accomplish this we will need to have at least one more meeting. It is further felt that the retraining session would serve a very definite purpose as far as the graduates of the Academy are concerned.

It is noted that in 1951 and again in 1955 the Bureau announced that retraining sessions would be held and these sessions were then cancelled. If a retraining session is scheduled for 1957 it should be definitely held. Another advantage for holding it in 1957 is that this is an off year as far as elections are concerned.

It should be noted that if the retraining session is approved for the dates November 4 through November 8, a period of five days, graduation of the 60th session would be held on a Friday although we are, pursuant to the Director's instructions, now scheduling graduations on Thursdays. If the graduation of the 60th session were to be held on a Thursday it is felt it would cut the retraining session too short.

Mr. Tolson feels that the "agony" of a retraining session should be postponed for another year.

Messrs. Nichols, Rosen, Mohr, Trotter, Conrad, Nease, Holloman and Tamm recommend the holding of a FBI National Academy Associates Retraining Session in 1957.

*I concur but  
most reluctantly  
H*

Respectfully,  
For the Conference

*✓*  
Clyde Tolson



Mr. Tolson

1/28/57

Executives Conference

SERGEANT [REDACTED]  
NORWALK, CONNECTICUT, POLICE DEPARTMENT  
APPLICANT - FBI NATIONAL ACADEMY

The Executives Conference on January 28, 1957, the following being present Messrs. Tolson, Nichols, Boardman, Parsons, Trotter, Rosen, Belmont, Holloman and Tamm considered action to be taken in connection with the application of the above police officer to attend the FBI National Academy. Senator Prescott Bush of Connecticut by letter January 22 forwarded to the Bureau a letter from an Attorney [REDACTED] of Norwalk, Connecticut written in behalf of [REDACTED] letter informed Senator Bush that [REDACTED] has been seeking admittance to the Academy since 1953 without success; that the Chief of Police wrote the Director on August 3, 1956, concerning [REDACTED] application but had not received a reply; the letter also stated that [REDACTED] is quite anxious about his application that although he has not mentioned it [REDACTED] was wondering whether the fact he is a Negro has anything to do with the delay. b6  
b7C

Bureau files reflect that [REDACTED] application was filed in July, 1953. He has indicated that his application has been denied because he is a Negro. [REDACTED] wife has a sister who is married to [REDACTED] (a white man) a Communist who is listed on the Bureau's security index and is tabbed for DETCOM. Our files reflect that [REDACTED] and his wife have visited in the [REDACTED] home in Norwalk. [REDACTED] has enlisted assistance from Congressman Morano who has contacted the Bureau on several occasions and has also enlisted the assistance of the Mayor of Norwalk and others in his behalf. We finally informed Congressman Morano in September, 1955 on a confidential basis that because [REDACTED] is sister-in-law was married to an active Communist and because [REDACTED] admitted that his sister-in-law and husband visited his home periodically we will not accept [REDACTED] as a student at the National Academy. b6  
b7C

cc - Mr. Nease  
Mr. Tamm  
Mr. Nichols (sent direct)

66-2554-12539

16 FEB 14 1957

Enclosures

1 - 6863

RECORDED - 39

INDEXED - 39

JSR:dps

51 FEB 18 1957 7/23

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/5/92 BY SP2/BJF

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Inferrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_



Executives Conference Memorandum

January 28, 1957

Re: Sergeant [redacted] - Applicant - FBI NA

1-6863

b6  
b7c

The Chief of Police at Norwalk, Max Orlins, has been advised on previous occasions the most recent being August 9, 1956, (which letter incidentally was the reply to the letter of August 3, 1956, which [redacted] claims was not answered) that [redacted] application is still on file but because of the large number of applications we have been unable to give it active consideration.

In view of the fact that it appears that [redacted] will continue in his efforts to gain admittance to the National Academy the Conference unanimously recommended that Senator Bush be orally advised by Inspector DeLoach on a confidential basis concerning [redacted] sister-in-law and husband for which reason the Bureau cannot and will not permit [redacted] to attend the National Academy. The Conference further unanimously recommends that SAC Casper at New Haven personally contact Chief Orlins and inform him confidentially that because of the fact that [redacted] sister-in-law is married to an active Communist the Bureau will not accept [redacted] for attendance at the National Academy.

b6  
b7c

Mr. Tamm called SAC Casper of the New Haven Field Division on 1/29/57 with reference to background information concerning Chief Orlins. Mr. Casper advised that Orlins is Jewish and, because of the fact that he had a son who he desired to have attend medical school and he could not get him in a medical school in this country and had to send him to Europe to attend medical school, he is very race conscious. However, in spite of this Casper stated that Orlins is most cooperative and he believes that he can approach the Chief on a confidential basis. He pointed out that the Chief is not a strong administrator and usually takes the easy way out, so, for that reason, Casper recommends that in addition to telling the Chief we tell [redacted] the same facts concerning [redacted] of former Senator Bryan McMahon, a member of the Police Board, the Chief of Staff at the hospital at Norwalk and a substantial citizen. Casper makes this recommendation because he has confidence in [redacted] states he can be trusted and the Police Board will have to pass on [redacted] application to attend the Academy.

b6  
b7c

Upon specific inquiry, Casper stated that he is confident that he can go to the Chief and confidentially present this matter and that the Chief will respect the confidence.

Executives Conference Memorandum

January 28, 1957

Re: Sergeant [redacted] - Applicant - FBI NA  
1-6863

b6  
b7c

Attached are a memorandum to Mr. Nichols and a letter to the SAC at New Haven.

Director, FBI

February 13, 1957

Executives Conference

RETRAINING SESSION FBI NATIONAL ACADEMY ASSOCIATES, NOVEMBER 4 - 8, 1957

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/11/92 BY SP5ca/dag

The dates for the retraining session are Monday, November 4, through Friday, November 8, 1957. November 8 will be the graduation day for the 60th Session of the Academy which begins August 19, 1957.

There will be needed several committees. The following committees and chairmen are recommended:

Committee

Chairman

General Control  
Program  
Registration  
Press and Publicity  
Finance  
Entertainment  
  
Transportation  
Housing

Mr. Tolson  
Mr. Tamm  
Mr. Boardman  
Mr. Nichols  
Mr. Callahan  
Messrs. Parsons  
Trotter Co-chairman  
Mr. Mohr  
Mr. Rogers

In connection with the registration of graduates and guests it is recommended that a registration fee of \$2 for graduates and \$1 for guests be charged. It is anticipated that a very large amount of the National Academy Associates treasury, which totals approximately \$14,000, will be used for entertainment and other expenses.

The proposed program is as follows:

Monday, November 4, 1957 - 2554 - 12540

10:00 a.m. - 12:00 noon

RECORDED - 30  
call to Order

12:00 noon - 2:00 p.m.

(1) Address by President of the FBI  
NA Associates, Newman W. Kimbrough  
(2) Address - The Director

2:00 p.m. - 5:00 p.m.

Luncheon

Panel Forum - Police Organization  
and Administration

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Mr. Tamm  
Mr. Nease

JSR:mcc

(5)

PERM. FILES

RE: RETRAINING SESSION FBI NA ASSOCIATES

Tuesday, November 5, 1957

9:00 a.m. - 12:00 noon Panel Forum - Traffic  
12:00 noon - 2:00 p.m. Luncheon  
2:00 p.m. - 5:00 p.m. Panel Forum - Selection and Training  
of Personnel; Juvenile Matters

Wednesday, November 6, 1957

9:00 a.m. - 12:00 noon Panel Forum - Disasters and Riots  
(Including Discussion of Atomic  
Devices)  
12:00 noon - 2:00 p.m. Luncheon  
2:00 p.m. - 5:00 p.m. Recent Laboratory Techniques

Thursday, November 7, 1957

9:00 a.m. - 11:00 p.m. Panel Forum - Investigation of  
Crimes  
11:00 a.m. - 1:00 p.m. Luncheon  
1:00 p.m. - 5:00 p.m. Business Meeting of the Associates

Friday, November 8, 1957

Graduation Exercises for 60th Session FBI National Academy

If this program is approved, the various speakers and panelists will be selected from among many graduates, members of the visiting faculty of the Academy, and FBI personnel. Each panelist or speaker will be requested to prepare a paper on his particular topic. A request will be made that these papers be furnished to the Bureau at least three weeks in advance of the retraining session so that copies can be prepared and distributed to the graduates at the retraining session. It is anticipated that approximately 800 to 1,000 copies of each paper will be prepared.

At the present time there are approximately 95 graduates of the Academy who are serving as Special Agents of the FBI. While it is not believed necessary to bring these agents into Washington, for the retraining session it

RE: RETRAINING SESSION FBI NA ASSOCIATES

would be well to have those who are scheduled to attend Bureau In-Service Classes during 1957 or 1958 brought in for In-Service on Monday, October 21, or Monday, October 28. Those reporting October 21 would complete their In-Service course on Friday, November 1, and would be held over for the retraining week. Those coming in on October 28 would attend the In-Service Classes through Sunday, November 3, and then be brought up from Quantico to attend the retraining session for the next five days.

We will need a number of former class counselors to assist during the retraining session and the following are being recommended:

b6  
b7c

George W. H. Carlson	- San Antonio	Robert S. Moore	- Charlotte
[redacted]	- Albuquerque	[redacted]	- Boston
Tullis D. Easterling	- Mobile	[redacted]	- Kansas City
Elmer R. Fletcher	- Kansas City	[redacted]	- New Orleans
[redacted]	- Boston	Spencer H. Robb	- Mobile
[redacted]	- Cincinnati	H. Wayne Swinney	- Miami
E. Fleming Mason	- Savannah	J. Vernon Tuckey	- Phoenix
Frank F. Meech	- Miami	[redacted]	- Atlanta

These agents should be ordered in to report on Friday, November 1, at 10:00 a.m.

Certificates for those graduates attending the retraining session will be mailed, without cover letter, to the graduates at the completion of the course.

The Executives Conference on February 13, those present being Messrs. Tolson, Nichols, Holloman, Boardman, Belmont, Nease, Conrad, Trotter, Callahan and Tamm, considered the above recommendations and unanimously approved of them.

Mr. Tolson

2/20/57

The Executives Conference

~~RECEIPTS FOR INFORMANT PAYMENTS~~

The Executives Conference with Messrs. Tolson, Boardman, Belmont, Nease, Parsons, Trotter, Mohr, Nichols, Rosen and Tamm being present considered the question of the introduction of receipts into evidence in cases involving payment to confidential informants. This matter arose out of the case of Avalo Allison Fisher, Labor Management Relations Act, 1947 (SM) and involves specifically the testimony of informant [redacted] b7D. During the course of the trial at which time the U. S. Attorney and the informant apparently tried to minimize the informant's interest by bringing out testimony that the money was for expenses only, the trial court held that the receipts not be admitted. The Circuit Court held that the trial court was in error in excluding the receipts from evidence. The Director has noted, "I don't understand why receipts have to become so involved with such details. I think Nease, Tamm and Mohr had better look over our procedures in these matters & see if something can be done to streamline it. We just can't expect to blanket everything as "top secret" & not admissible. The trends of all the courts are against it & we must be practical & realistic."

The conference considered the subject of receipts and feels that receipts should be of such a nature that they will stand on their own and not relate to any supporting documents. Conference does not feel that the Bureau should have a uniform receipt but rather that instructions should be issued to the field that receipts should be of such a nature that they stand on their own. It should be noted that the receipts are a necessary part of the Bureau's voucher system and normally accompany the blue slip and the voucher to the Bureau for reimbursement of funds expended. It is felt that the receipts should not be stapled to any other document but should be transmitted to the Bureau in an envelope with the envelope stapled to the supporting blue slip and voucher. This will enable us to produce them, if necessary, without involving these other documents.

Enclosure

- 1 - Mr. Tamm
- 1 - Mr. Nease

QT:dps

MAR 5 1957

RECORDED - 30

INDEXED - 30

EX-173

66-2554-1254

MAR 4 1957

323213  
 ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 9/11/92 BY SP5 e/ky

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

2/20/57

RECOMMENDATIONS:

The Conference unanimously recommends

(1) That the attached SAC Letter be forwarded.

(2) That the receipts not be stapled to any other document but rather to be transmitted to the Bureau in an envelope, the envelope being stapled to the blue slip and voucher.

OK  
H.



**Executives Conference Memorandum**

**Re: Suggestion #324-57**

Messrs. Holloman and Tamm recommended the adoption of the suggestion, feeling that it would result in a material saving of clerical time.

Messrs. Tolson, Boardman, Belmont, Nease, Parsons, Trotter, Mohr, Nichols and Rosen voted against this suggestion.

*I concur*

*H*

Respectfully,  
For the Conference

Clyde Tolson

The Director

2/26/57

The Executives Conference

SUGGESTION #324-57

MADE BY [REDACTED]  
CHIEF CLERK, SPRINGFIELD DIVISION

b6  
b7C

PROPOSED CHANGE IN 45-DAY RULE  
FOR RECHARGING OF SERIALS

The Executives Conference with Messrs. Tolson, Boardman, Holloman, Belmont, Nease, Parsons, Trotter, Mohr, Nichols, Rosen and Tamm being present considered the above-captioned suggestion.

SUGGESTION: That present rule to recharge serials be revised to require recharge of serials each 90 calendar days:  
charge-outs for serials to be checked on monthly review of Agent's cases by supervisory personnel.

PRESENT PROCEDURE: Manual of Rules and Regulations - Section 3-4 - g - page 11 a - states serials may be charged out for 45 days; if transferred, must be recharged; on 45th day serial must be recharged if retained; one recharge permitted.

ADVANTAGES STATED BY SUGGESTER: Considerable savings in clerical and Agent time if recharging serials required each 90 days rather than 45.

PREVIOUS CONSIDERATION: Executives Conference on 8/17/54 considered a similar suggestion to require serials be recharged at end of 90 days. Executives Conference opposed adoption as present rule causes Agents to review serials and return those not needed; helps to combat tendency of Agents to retain serials in work boxes for extended periods without returning serials to file; rule affords better control of serials; helps to prevent losses and if loss occurs, brings it to light more quickly.

OBSERVATIONS: From July, 1954, to the present the suggestion has been made, proposing to revise rule pertaining to 45-day recharge of serials, seven times.

cc - Mr. Nease  
Mr. Tamm  
Personnel File of [REDACTED]

RECORDED - 30  
INDEXED - 30  
EX-113

66-2554-12542  
MAR 4 1957

b6  
b7C

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

325, 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/11/92 BY SP5-c/dcy

MAR 5 1957  
ST/WWW:dps

**Executives Conference Memorandum**

**Re: Suggestion #324-57**

As a result of the most recent suggestion to revise the rule, several offices of approximately the same size made a survey for a period of 5 working days and it was determined some offices average between 10 and 30 recharges received in a week, however, one received 214 in a week and another office estimated receiving 450 a month. It is believed that some offices are "over-administrating" in regard to the recharge rule and have imposed an office rule that every serial charged out must be recharged once a month. The purpose of this office rule is to avoid being charged with violation of the 45-day charge-out rule. The imposition of the "office" rule causes an unnecessary burden of paper work and handling of files in the Chief Clerk's office. Further, both Agent and clerical time is consumed in the operation of recharging serials; 12 hours would be a good estimate of the clerical time involved in filing of 450 recharge slips.

It is estimated that most cases are handled within 90 days as contrasted with 45 days. Bureau instructions provide that when a case is closed, a routing slip must be sent to an employee having a serial charged out instructing that the serial be returned to file.

The principal purpose of the original rule is to afford control over serials charged out. It is to be noted, that if a serial has been misplaced, experience has proved that it is important to have the original charge-out slip available for review. At present, if a recharge is submitted, it is placed in the file and the original charge-out is removed.

If the proposed 90-day rule is adopted, adequate control of charge-outs could be maintained by the supervisory personnel when they review cases with Agent each month. During the file reviews the Agent would be required to account for the proper, timely, and necessary charge-out of serials in each file; each supervisor, if in agreement, then can initial the charge-out slip. This general procedure could be followed when files are reviewed by supervisory personnel on ticklers.

By modifying the present rule, the following advantages would be accomplished without any loss of control: (1) files are made more available; (2) substantial Agent and clerical time is saved by eliminating 30-day or 45-day recharge of serials; (3) more intelligent control of serials out of file is established by specific monthly review.

Mr. Tolson

2/26/57

The Executives Conference

ACTIVITIES FOR CLERICAL EMPLOYEES

The Executives Conference with Messrs. Tolson, Boardman, Holloman, Belmont, Nease, Parsons, Trotter, Mohr, Nichols, Rosen and Tamm being present considered the following suggestions submitted by N. P. Callahan of the Administrative Division with regard to activities for clerical employees.

1. It is recommended that movie pictures not already shown during the regular orientation classes be exhibited after working hours in Classroom #1 and to be scheduled in such a way that it would provide evening activities for new employees entering on duty for the first two weeks after their arrival in Washington, D. C.

The Conference unanimously recommends the adoption of this suggestion.

2. It is further recommended that films of a documentary or of a historical or a general interest nature that might be available from other government agencies also be used.

The Conference unanimously recommends approval of this suggestion.

3. It was recommended that the FBIRA Activity Promoter explore with all employees who have recently entered on duty whether they would be interested in establishing a sewing or handicraft group in the evening hours after the regular working day.

This is being done.

RECORDED - 27

INDEXED - 27

EX-166

16 MAR 4 1957

66-2554-12543

- 1 - Mr. Nease
- 1 - Mr. Tamm

QT:dpsdps

(5)

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

53 MAR 13 1957

PERS FILES

3-23-013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/18/02 BY SP5 a/fjg

**Executives Conference Memorandum**  
**RE: Activities for Clerical Employees**

4. It was further recommended that the FBIRA explore the possibility of arranging a weekly get-together for employees who have been in the Bureau for less than three months utilizing Classroom #1 for dancing with music supplied by records.

The Conference is opposed to the adoption of this suggestion.

If approved, the first two recommendations will be handled by the Personnel Section of the Administrative Division.

OK  
H

Mr. Nichols

January 31, 1957

Director, FBI

SERGEANT [redacted]  
NORWALK, CONNECTICUT, POLICE DEPARTMENT  
APPLICANT - FBI NATIONAL ACADEMY

b6  
b7c

Attached is a letter dated January 23 from Senator Prescott Bush on behalf of the above applicant for attendance at the FBI National Academy. There is also attached a copy of Executives Conference memorandum of January 28 concerning this matter.

*handled separately*

It is desired that you have Inspector C. D. DeLoach, who is familiar with the efforts of [redacted] to gain admittance to the National Academy, personally contact Senator Bush and confidentially inform him that because of the fact that [redacted] sister-in-law is married to [redacted] an active communist, the Bureau will be unable to accept [redacted] for attendance at the National Academy.

b6  
b7c

Enclosures (2)

*323,013*  
*8-5-92*  
*see serial*

FBI  
FBI-READING ROOM  
JAN 30 6 22 PM '57

ORIGINAL FILED IN

JSR:dps  
(3)

1-6863

Based on Executives Conference Memo to Mr. Tolson dated 1/28/57 re Sergeant [redacted] Norwalk, Connecticut, Police Department, Applicant - FBI National Academy.

*166-2554-12544*  
RECORDED - 60  
RECORDED  
176 MAR 4 1957  
20 FEB 27 1957  
FBI  
*W.H. 31*  
*W.H. 31*

MAILED 10  
JAN 30 1957  
COMM. - FBI

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

*72 MAR 1957*

Mr. Tolson

March 11, 1957

The Executives Conference

GRADUATION SPEAKERS  
59TH SESSION  
FBI NATIONAL ACADEMY

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/92 BY SP-5/SC/def

The 59th Session of the FBI National Academy will conclude with formal graduation exercises on Thursday, 6/6/57. The Executives Conference on 3/11/57, those present being Messrs Tolson, Trotter, Parsons, Nease, Belmont, Mohr, Holloman, Nichols, and Tamm, considered suggestions for the graduation speakers. The Conference unanimously recommended that the following two be invited:

- 1) U. S. District Court Judge Irving Kaufman.
- 2) Admiral Arthur W. Radford, U.S. Navy, Chairman, Joint Chiefs of Staff.

RECOMMENDATION:

It is recommended the above two individuals be approved as speakers for graduation exercises on June 6. If approved, letters of invitation will be prepared.

OK  
H

cc: 1 - Mr. Tamm  
1 - Mr. Nease

RECORDED - 51 66-2554-12545

INDEXED - 51 16 MAR 28 1957

EX-173

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

BT:ush  
(4) u  
Bufile 1-4

51 MAR 14 1957

Handwritten initials and signatures, including a large 'M' and a signature that appears to be 'J.P.' or similar.



THE DIRECTOR

March 21, 1957

THE EXECUTIVES CONFERENCE

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/92 BY SP-5C/dcf

The Executives Conference of March 20, 1957, consisting of Messrs. Tolson, Nichols, Holloman, Tamm, Boardman, Belmont, Nease, Parsons, Trotter and Mohr, considered the present Bureau policy of permitting employees who have been previously approved to accept positions as part-time salesmen to sell their goods and merchandise to Bureau employees during their own time, but at work. The periods involved for such selling, as permitted in the past, have been before work in the morning; during rest periods, it being noted that clerical employees are given ten-minute rest periods in the morning and ten minutes in the afternoon, during lunch hours; and after work. The Conference was advised that the Personnel Conference had considered this problem after the Director had approved two recent Identification Division requests by clerks to work in their spare time selling cooking utensils. The Director, at the time he approved these requests, stated, "I want to make certain no time during office hours is given to these outside interests." The majority of the Personnel Conference was in favor of permitting the present practice. The minority, consisting of the Identification Division and Records and Communications Division representatives, felt that selling activities on the part of Bureau employees should be prohibited at any time on Bureau premises except selling goods for essentially charitable purposes, such as the American Legion Post's annual sales of holiday candy and cookies for support of the Boy Scout Troop.

It was pointed out to the Conference that in permitting our own employees to engage in sales activity that we are in a better position to control the salesmen than if the sales are made by outside individuals. We have had numerous complaints about non-Bureau salesmen. There have been rare complaints about Bureau salesmen.

INDEXED-41 RECORDED-41 66-2554-12546

The Conference was also advised that it was not possible to locate any Government regulations governing this particular point. The matter was discussed with [redacted] Personnel Officer of the Department, and Mr. Calabrese of the Civil Service Commission, Regulations Section, and neither was aware of any regulation covering this matter. Mr. Calabrese felt it was up to the agencies to prescribe any regulations. [redacted] said the matter had not come up in the Department of Justice proper.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Tamm  
Mr. Nease  
JPM:eam (5)

71 MAR 27 1957

b6  
b7c

**Executives Conference Memorandum**

The Conference was divided in their views. The minority, consisting of Messrs. Belmont, Parsons and Mohr, were in favor of permitting in the future, as we have for many years in the past, the selling by Bureau employees to other Bureau employees on their own time merchandise and other personal articles. These members realize there may have been a few instances where Bureau employees have gotten out of bounds, but the minority felt that such instances could be kept to a minimum and that we could control our employees in this sphere of activity as we do in others. It was felt that this was a most difficult field to legislate in and that it would be most difficult to discipline an employee who on his lunch hour in the cafeteria tried to sell to another employee some item of personal property that the other employee might have wanted. The minority also felt that our employees are able to supplement their income by such activities and that the products the employees sell are all legitimate since the Bureau has previously approved their part-time sales work. The minority would be definitely opposed to employees bringing their wares and merchandise on Bureau property for display purposes, but they could see no harm in one employee who was selling pots to ask another employee who wanted pots to buy from that particular employee on their own time.

The majority of the Conference, consisting of Messrs. Tolson, Nease, Holloman, Trotter, Boardman, Nichols and Tamm, were opposed to permitting Bureau employees to solicit business from other Bureau employees on Bureau premises during their own time such as before work, after work, during lunch period or rest periods. The majority of the Conference felt that such selling activities on Bureau premises were undesirable and should be prohibited. Should the Director agree with the majority views of the Conference, necessary instructions will be issued applying this regulation not only to the Seat of Government but throughout the field of service.



Respectfully,  
For the Conference

Clyde Tolson

MR. TOLSON

3/22/57

THE EXECUTIVES CONFERENCE

DESTRUCTION OF CLOSED FILES -  
AFTER 25 YEARS OLD

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-10-92 BY SP-5 CJA

SUGGESTION: Miss [redacted] New York Office submitted Suggestion #449-57 proposing that when OO and general files over 25 years old are destroyed, that the index cards for these files also be destroyed.

b6  
b7c

PRESENT PROCEDURE: The Manual of Rules and Regulations, Section 3 - D - 8 - a, page 13 provides for destruction of files and records. Files and records in Field Divisions may be destroyed after they become 25 years old. This section also provides for destruction of files and records under certain circumstances when they become 1, 3, and 5 years old respectively.

BACKGROUND: Bureau Bulletin #35 - Series 1946 issued on June 26, 1946, sets forth instructions concerning the destruction of closed files as follows: All Bureau files in Field Divisions may be destroyed after they become 25 years old; when files over 25 years old are destroyed, the index cards relating thereto shall be marked with a stamp stating "File destroyed - 1946." The instructions concerning the stamping of the index cards are not included in the Manual of Instructions. The Manual provides for the destruction of the files after they become 25 years old.

ADVANTAGES STATED: Suggester states that as index cards are not presently destroyed, time is wasted in listing references on search slips since Agent time is consumed by the Agent going to the file and determining the reference has been destroyed. Further, adoption of suggestion would result in saving of space in the general index. SAC New York considers suggestion to have considerable merit.

RECORDED - 67

66-2554-12547

OBSERVATIONS: It is indicated by the suggestion that the New York Office does not presently stamp the index cards on files which are destroyed after 25 years old or the searching employee does not show on the search slip, by

cc - Mr. Nease  
Mr. Tamm

INDEXED - 67

14 MAR 26 1957

Personnel file of [redacted]

EX-117

b6  
b7c

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

WVV:vfb

71 MAR 27 1957

Executives Conference memo to Mr. Tolson  
RE: DESTRUCTION OF CLOSED FILES -  
AFTER 25 YEARS OLD

notation, that the referenced material has been destroyed. It would appear that it is necessary to reiterate present instructions to the field, if the suggestion is not adopted, to the effect that as files are destroyed after 25 years the index cards should be appropriately marked destroyed and the year destroyed.

Washington Field Office has advised that the office stamps the index card as files over 25 years old are destroyed. Records Branch advised that no instance can be recalled where the field has written for information in the Bureau files because the field file was destroyed under the 25 year old rule.

It is suggested that Executives Conference consider two propositions: (1) whether rule relating to the destruction of files and stamping of index cards should be amended to require the field to destroy the index cards when the file is destroyed under the 25 year rule; (2) if the first proposition does not receive approval of the Executives Conference, consideration should be given to reiterating the instructions as to stamping index cards destroyed and the year destroyed and appropriate manual changes be prepared for the Manual of Rules and Regulations. Training and Inspection Division, after Executives Conference consideration, will prepare necessary instructions and manual changes.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 3/20/57 considered the suggestion of Miss Rohrey to destroy index cards for files which are destroyed after they are 25 years old and unanimously concluded that the suggestion should not be adopted. The Executives Conference stated that the Bureau instructions, that when files over 25 years old are destroyed the appropriate index cards should be stamped -- file destroyed and year destroyed, should be reiterated at this time and appropriate manual revisions prepared.

Present at the Executives Conference were Messrs. Tolson, Nichols, Holloman, Boardman, Nease, Parsons, Trotter, Mohr, Belmont and Tamm.

Executives Conference memo to Mr. Tolson  
RE: DESTRUCTION OF CLOSED FILES -  
AFTER 25 YEARS OLD

RECOMMENDATIONS: 1. That the attached SAC Letter be approved.

2. That the attached manual change be approved.

OK  
H.

THE DIRECTOR

March 21, 1957

THE EXECUTIVES CONFERENCE

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/92 BY SP-5 C/deg

The Executives Conference of March 20, 1957, consisting of Messrs. Tolson, Nichols, Holloman, Tamm, Boardman, Belmont, Nease, Parsons, Trotter and Mohr, considered a suggestion made by Special Agent Supervisor A. E. Leonard of the Statistical Section, which is located in the Identification Building, that gymnasium facilities be provided in the Identification Division Building in order to save the travelling time of 27 Special Agents assigned to the Identification Division Building, who now attend gymnasium in the Department of Justice Building twice per week as required in accordance with Bureau regulations.

The Conference was advised that Mr. Trotter in a memorandum dated March 14, 1957, was advised by Inspector Roy K. Moore, Mr. Trotter's assistant, that gymnasium facilities of a sort could be provided in the attic or seventh floor of the Identification Division Building at a construction cost of \$2,631.30 according to the General Services Administration. Inspector Moore in his memorandum to Mr. Trotter pointed out that no additional instructors would be necessary as this gymnasium could be operated two days a week, three hours a day, for the supervisors in the Identification Division Building and that one of the two instructors in the Justice Building would be used for this purpose. Inspector Moore also pointed out in his memorandum that sufficient gymnasium equipment was now on hand to supply this space in the Identification Division Building. A check with Coach Meyers reflects that the bare minimum of equipment is available, consisting of mats, a volleyball net, a few medicine balls, a volleyball and some handball gloves.

The space indicated for the gymnasium consists of four bays having about 1700 square feet of space, which is now used to house the IBM cards of the Statistical Section. According to Inspector Moore, if this space was made into a gymnasium, other storage facilities could be located. Inspector Moore in his memorandum pointed out that this room could not readily be converted to working or classroom space.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Tamm  
Mr. Nease

JPM:eam  
(5)

71 MAR 27 1957

RECORDED - 6

INDEXED - 6

EX 105

66-2554-12548

16 MAR 26 1957

**Executives Conference Memorandum**

Mr. Mohr pointed out that we do not have any surplus space in the Identification Division Building and we recently found it necessary to locate a Spanish class in the Old Post Office Building because classroom space was not available in the Identification Division Building. As a general proposition, any space that can be converted into a gymnasium could be converted into working space or a classroom. Certainly with the acute shortage of space in the Identification Division Building it would be most inappropriate to take approximately 1700 square feet of space anywhere and convert it into a gymnasium that will only be used two days a week, three hours a day. Secondly, in view of the acute shortage of funds which the Bureau is faced with at the time and possibly next year, we should not be considering the expenditure of over \$2,500 for construction of a gymnasium. Since Inspector Moore in his memorandum pointed out that it cost \$10,000 of travel time for the Agents in the Identification Division Building to take gymnasium training in the Justice Building, it is felt that this is excessive and that the Agents working or assigned in the Identification Division Building should be excused from taking any gymnasium training.

The minority of the Conference, consisting of Messrs. Tamm and Trotter, felt that when funds are available that a limited gymnasium should be constructed on the seventh floor of the Identification Division Building for the supervisors housed in that building. The majority of the Conference, consisting of Messrs. Tolson, Nease, Holloman, Boardman, Belmont, Nichols, Parsons and Mohr, recommended that no gymnasium be constructed in the attic or the seventh floor of the Identification Division Building now or at any time in the future, because of our acute need for space and the unavailability of funds for this purpose. The majority also recommended that the Bureau cancel the requirement for Agents assigned to work in the Identification Building to attend gymnasium and that they be excused from taking gymnasium training.

Respectfully,  
For the Conference

*J. Lancaster*  
*AT*

Clyde Tolson



MR. TOLSON

3/21/57

EXECUTIVES CONFERENCE

FIRST-AID TRAINING  
NEW AGENTS' CLASSES

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/92 BY SP-5 *[signature]*

The Executives Conference on 3/20/57, Messrs. Tolson, Nichols, Holloman, Boardman, Nease, Parsons, Trotter, Mohr, Belmont, & Tamm being present, considered the question of Red Cross training for New Agents' Classes.

The Conference was advised that in the present New Agents' Class we have scheduled a total of 21 hours of First-Aid Training. A poll of the class reveals that all but one member of the class have had some type of Red Cross First-aid Training and so the Training & Inspection Division recommended that we only give 6 hours of basic First-aid Training to this New Agents' Class. It was further recommended that consideration be given to eliminating all but the basic First-aid Training of 6 hours to all future New Agents' Classes. This will result in the saving of approximately 2 days of training time and will enable the New Agents' Classes to be sent to the field this much sooner. The Conference unanimously submitted the following recommendations:

1. That New Agents' Class #3, presently in session, be given only 6 hours of basic First-aid Training.
2. That all future New Agents' Classes be given only 6 hours of basic First-aid Training.

QT:hd

(5)

CC - Mr. Nease  
Mr. Tamm

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mason \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

RECORDED-41  
267-INDEXED-41

66-2557-12549

14 MAR 27 1957

21 MAR 27 1957

MR. TOLSON

3/26/57

EXECUTIVES CONFERENCE

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/92 BY SP-5 cu/dag

SEMIANNUAL CONFERENCES FOR OFFICIALS &  
SUPERVISORS AT THE SEAT OF GOVERNMENT

The Executives Conference on 3/25/57, Messrs. Tolson, Nichols, Rosen, Boardman, Nease, Belmont, Conrad, Mohr, Trotter and Tamm being present, considered the question of holding semiannual conferences for Bureau Officials & Supervisors at the Seat of Government.

The Conference was advised that it has been the practice for years to hold semiannual supervisors' conferences at the Seat of Government; that because of the size of the Agent supervisory staff at the Bureau, it is now necessary to hold these conferences in three sections for approximately two hours for each section. It is further noted that each of the divisions at the Seat of Government is required to hold a semiannual conference for its Agent supervisors, and other conferences as may be necessary in order that policy affecting the Bureau may be discussed with all the supervisors. These conferences are held by all divisions at the Seat of Government.

It was recommended to the Conference that the semiannual conferences held for all officials and supervisors at the Seat of Government be discontinued but that division conferences continue to be held.

The Executives Conference unanimously recommended approval of the discontinuation of the semiannual conferences for officials & supervisors at the Seat of Government.

GT:HD  
(5)  
CC - Mr. Nease  
- Mr. Tamm

RECORDED - 54

INDEXED - 54

16 MAR 28 1957

66-2534-12550

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

*The Division Conferences  
should be monitored  
by the Inspection Div*

*I Concur  
H*

MAR 28 1957

MR. TOLSON

3/27/57

THE EXECUTIVES CONFERENCE

PREPARATION OF ASSIGNMENT CARDS

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/92 BY SP-5 CDE/g

PROPOSED PROCEDURE: The Salt Lake City Office proposed that the present instructions in the Manual of Rules and Regulations, Section 3 - E - 3 - a and b, page 17, be revised so as to delete the requirement that the assignment card show "name of city where major portion of work is to be conducted" and the office of origin.

PRESENT PROCEDURE: Manual of Rules and Regulations (citation above) requires that the assignment card reflect the title, classification and file number, date received, office of origin. If the office opening the case is the office of origin, the original of the assignment card is blue; if the office is an auxiliary office, the original of the assignment card is white. The manual further provides that when cases are unassigned the name of the city where the major portion of the work is to be conducted is to appear on the assignment card.

ADVANTAGES STATED: Salt Lake City considers that the placing of the data, described above, no longer serves a useful purpose and believes that the data can be omitted from the assignment card.

BACKGROUND: The Executives Conference, 8/3/54, considered Suggestion #213-54 proposing that the field be instructed to discontinue showing office of origin on assignment cards. The SACs of Norfolk and Washington Field Offices considered the suggestion to be practical and recommended approval. Executives Conference unanimously recommended against the suggestion. The Conference considered the fact that the color of the assignment cards would indicate the office as origin (blue) or another office as origin (white) when the card is prepared but that this would not necessarily hold true because the offices of origin often were changed and new cards not necessarily prepared. Further it was considered that confusion could result because identity of office of origin is important in preparing administrative report for the Bureau. The Executives Conference concluded that adoption of the suggestion would lead to confusion and the absence of any strong sentiment elsewhere from the field for a change would indicate that the present requirements were working well. (66-2285-232) 66-1557-1255

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

APR 1 1957  
cc - Mr. Nease  
Mr. Tamm  
WVW:vib (5)

EX-107 RECORDED-3  
INDEXED-3

16 MAR 28 1957

Executives Conference Memo to Mr. Tolson  
RE: PREPARATION OF ASSIGNMENT CARDS

On 12/1/54 the Bureau considered suggestion #1052-54 proposing that the practice of typing the name of the office of origin on blue assignment cards be discontinued. This suggestion was not adopted on the basis of the Executives Conference consideration of 8/3/54. (66-2385-238)

Consideration was also given to suggestion #113-55 proposing that the blue assignment cards be preprinted with words "office of origin" and word "here." SAC Portland recommended approval of suggestion. SAC Dallas recommended against adoption as he saw no savings in time of any consequence. This suggestion was not adopted based on Executives Conference consideration of 8/3/54. (66-2285-241)

OBSERVATIONS: Training and Inspection Division notes that the only reason for placing the office of origin on the assignment card is to permit a breakdown of the cases for the monthly administrative report. This can be adequately handled since the colors of the original of the assignment cards are different. Further, the only reason to place name of city where major portion of work is to be conducted on the card is to permit the filing of the card in the road work box. Since all cases, under current Bureau instructions, with the exception of inactive cases, are carried in an assigned status it is felt that the requirement to place these data on the assignment card can be eliminated.

There is no necessity to note on assignment cards a change in the office of origin if such a change occurs subsequent to the month in which new case was opened and reported in the monthly administrative report. Washington Field Office only changes assignment cards if office of origin is changed during month case was opened.

- PROPOSALS:
1. Discontinue typing name of office of origin on blue assignment cards as the blue card indicates that the office of origin is that office which prepared the blue card.
  2. Discontinue typing name of office of origin on blue and white cards as the color of the cards indicates whether the office preparing the blue card is origin and the office preparing a white card indicates another office is origin.

Executives Conference Memo to Mr. Tolson  
RE: PREPARATION OF ASSIGNMENT CARDS

3. Discontinue requirement that city where major portion of work is to be done be typed on assignment cards since, under current Bureau instructions all cases are assigned except inactive cases.

4. If proposals are approved, Training and Inspection Division will take appropriate action to place new instructions in effect and will submit manual revisions.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference, consisting of Messrs. Tolson, Nichols, Boardman, Belmont, Conrad, Mohr, Nease, Rosen, Trotter and Tamm, considered the above suggestions on 3/25/57 and approved proposals, numbers 2, 3, and 4, that the requirement to type the office of origin and the city where major portion of work is to be done on assignment cards (blue and white) be discontinued.

RECOMMENDATIONS: 1. That the instructions to type office of origin and name of city where major portion of work is to be done on assignment cards be rescinded.

2. That attached SAC Letter be approved, advising field of the above action.

3. That attached letter be approved to SA Fred C. Finley who made the first suggestion to discontinue typing the above-described data on assignment cards.

4. That attached manual change be approved.

OK  
H.

THE DIRECTOR

4/3/57

THE EXECUTIVES CONFERENCE

ERRORS DETECTED WITHIN  
SEAT OF GOVERNMENT DIVISIONS

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/18/92 BY spsc/deg

The Executives Conference on April 3, 1957, with Messrs. Tolson, Rosen, Boardman, Belmont, Trotter, Mohr, Nease, McGuire and Tamm being present considered the question of penalties for errors in outgoing correspondence when such errors are detected within divisions at the Seat of Government.

The present rules are as follows and apply to stenographer, typist or dictator:

1. If five nonsubstantive errors detected in one month, a special memorandum be prepared for employee's personnel file.
2. If five errors scored for each of two months in succession, employees responsible to receive letter of censure (stenographers, typists in addition required to attend 10-hour retraining class).
3. Penalty for 10 errors in one month -- letter of censure (if stenographer or typist, attend retraining course).

Messrs. McGuire, Belmont, Trotter and Mohr recommend that the penalty system continue as it is presently in effect. Messrs. Tolson, Rosen, Boardman, Nease and Tamm recommend a change as follows:

1. If three nonsubstantive errors are detected in one month, a special memorandum be prepared for the employee's personnel file.
2. If three errors are scored for each of two months in succession, the employees responsible to receive letters of censure (stenographers, typists in addition required to attend 10-hour retraining session conducted by the Training & Inspection Division.

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

QT:dps  
 (5)  
 1 - Mr. Tamm  
 1 - Mr. Nease

RECORDED - 54

66-2554-12552

INDEXED - 54

16 APR 5 1957

APR 8 1957

Executives Conference Memorandum

Re: Errors Detected Within Seat of Government Divisions

3. If six errors are committed by these employees in one month -- a letter of censure (if stenographer or typist, they must attend the retraining course).

Respectfully,  
For the Conference

Clyde Tolson

*I agree with Tolson  
et al.  
H.*



THE DIRECTOR

4/3/57

EXECUTIVES CONFERENCE

\*PENALTIES RE FORM ERRORS\*

323,013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/10/92 BY SP-5 c. j. [signature]

The Executives Conference, consisting of Messrs. Tolson, McGuire, Tamm, Rosen, Belmont, Boardman, Trotter, Mohr and Nease, on 4/3/57, considered the steps to be taken to revise the penalty system for errors committed, as reported weekly by Mr. Tolson's office and the Reading Room. It was pointed out to the Conference that the Director was very much concerned about the number of errors being made and feels there must be a tightening up, and obviously our present system is not getting proper results.

The present penalty system is as follows:

1. If any employee (typist, stenographer, Agent, Supervisor, or other employee) is responsible for as many as five nonsubstantive errors detected by Mr. Tolson's office or the Reading Room in correspondence prepared by that employee during any period in nine consecutive months, the Division Head shall prepare an appropriate communication summarizing the employee's error record and offering recommendations as to any administrative action deemed desirable.
2. Supervisory employees shall be considered for administrative action when they are responsible for as many as ten nonsubstantive errors during any period of six consecutive months in correspondence reviewed and approved but not prepared by them.

The following suggestions were considered by the Conference:

1. That the penalty for supervisory employees reviewing mail be increased and that they be subject to a letter of censure if they are responsible for approving mail with as many as ten nonsubstantive errors in a nine-month period rather than the present six-month limitation.

Those in favor of this suggestion were: Messrs. Tolson, Boardman, Rosen and McGuire. Those opposed were: Messrs. Trotter, Mohr, Tamm, Belmont and Nease.

cc-Messrs. Nease  
Tamm

RECORDED - 54

INDEXED - 54

66-2554-12553

16 APR 5 1957

GAN:DMG

51 APR 8 1957

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Memorandum to the Director

2. That increased responsibility be placed on the typist and dictator where the error is initially made and that these employees be considered for a letter of censure if they are responsible for the preparation of correspondence containing three errors in nine months, as opposed to the present penalty of five errors in nine months.

OK  
H  
Those in favor were: Messrs. Tolson, Boardman, Belmont, Rosen, Tamm and Nease. Opposed were: Messrs. Trotter, Mohr and McGuire.

3. That letters of censure be directed to the dictator or person preparing correspondence addressed to persons by name or outside of the Bureau, which contain errors. It was pointed out that during the past week a total of fourteen errors were made, nine being in correspondence directed to persons by name or outside of the Bureau. The other five were made in correspondence to the field. If this system were in effect during the past week, nine letters of censure would have been directed to the persons responsible for dictating or preparing these communications.

OK  
H  
Those in favor of this suggestion were: Messrs. Tolson, Boardman, Belmont, Tamm and Nease. Those opposed were: Messrs. Trotter, Rosen, Mohr and McGuire.

Mr. Mohr recommended no change in the present system.

Mr. Trotter was opposed to all of the above suggestions but was in favor of establishing some system whereby errors could be keyed to production so as not to penalize unjustly those employees turning out the greatest volume of correspondence. It was pointed out, however, that such a system was believed to be impractical as the work varies by divisions and such a proposed system would necessitate setting up extensive bookkeeping systems.

*It would cost too much H.*

Mr. Boardman likewise expressed himself as being in favor of emphasis being placed upon more training for stenographers and typists. It was pointed out, however, that such training is now available and it is up to the various Assistant Directors to see that their employees take advantage of such training when it is deemed advisable.

*Asst Directors  
are responsible  
for this. H.*

Respectfully,  
For the Conference

Clyde Tolson

MR. TOLSON

4/4/57

THE EXECUTIVES CONFERENCE

~~FBI NATIONAL ACADEMY ASSOCIATES~~

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/92 BY SP-3/da/dg

The Executives Conference on April 1, 1957, with Messrs. Tolson, Nichols, Holloman, Rosen, Boardman, Belmont, Nease, Conrad, Trotter, Mohr and Tamm being present, considered the future course which should be taken with regard to the FBI National Academy Associates.

It was originally suggested by the Training and Inspection Division that steps be taken to dissolve the FBI National Academy Associates as a national organization. It was pointed out that our state and regional chapters have now grown to such a size that it is beneficial to carry on the National Academy Associates at a state and regional level. The national organization actually has no power or authority and there is no reason for its existence.

The Conference is opposed to this suggestion for the following reasons:

(1.) The Conference does not feel that the Associates would vote to discontinue the National Academy Associates as a national organization. The Conference feels that those who will attend the retraining session would be interested in maintaining the status of the Associates and feels, because it is questionable whether or not we could accomplish the purpose, it should not be adopted.

(2.) There is a strong possibility, according to the Conference, that sometime in the future a national organization of this type could possibly be of value and use to the Bureau.

The Conference does note, however, that the constitution of the FBI National Academy Associates is such that officers can only be elected at a retraining session held in Washington; this has resulted in the same officers holding office for the past 8 years. The Conference feels that the National Academy Associates should change their constitution to permit election by mail ballot; officers to hold office for 4 years and then an election be held by mail if a retraining session is not held in Washington.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_ 1 - Mr. Tamm
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_ 1 - Mr. Nease
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

QT:dps  
(5)

INDEXED 48

RECORDED-48

EX-117

66-2554-1255

APR 5 1957

51 APR 8 1957

**Executives Conference Memorandum**  
**Re: FBI National Academy Associates**

The Conference, therefore, unanimously recommends that we continue the FBI National Academy Associates as a national organization and that steps be taken to have them revise their constitution to permit the election of officers by a mail ballot - such an election to be conducted every 2 years if a retraining session is not held in Washington, it being noted that Inspector J. S. Rogers of the Training Division is to confer with Major Newman Kimbrough of the Alabama Department of Public Safety.

It is recommended that Mr. Rogers broach this subject to Kimbrough with regard to a change in the constitution.

OK  
AK

THE DIRECTOR

April 2, 1957

THE EXECUTIVES CONFERENCE

323,013

FIRST-AID TRAINING

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/92 BY SP5 CJD/df

The Executives Conference on April 1, 1957, with Messrs. Tolson, Nichols, Holloman, Rosen, Boardman, Belmont, Nease, Conrad, Trotter, Mohr and Tamm being present considered the question concerning the giving of first-aid training to employees in the Bureau.

By way of background, it is noted that in connection with <sup>11</sup>Supplans, an SAC Letter was issued July 11, 1950, instructing that Bureau personnel were to be trained in first aid. This program of first-aid training was in keeping with Civil Defense requirements that all agencies, establishments and families should be schooled in first aid to handle any necessary emergency treatment. Under current Bureau instructions 25% of personnel assigned to each field office and 15% of all personnel assigned to Bureau headquarters must be trained in first aid. To be considered trained the employee must qualify for the Standard Red Cross First-Aid Certificate. This requires a minimum of 18 hours' training. This first-aid certificate must be renewed every 3 years. This requires a 12-hour Advanced Red Cross Course in first-aid training.

At present all field offices have 25% or more of their assigned personnel qualified for first aid services. At headquarters 15% of all personnel assigned to the Justice Building, the Old Post Office Building, Quantico and General Accounting Office are qualified. 13.7% of the employees assigned to the Identification Building are qualified. It would be necessary to train approximately 100 employees in April to bring the Identification Building up to 15%.

The training of employees in first-aid procedures is time consuming. At present Bureau instructions are that training should be given the employees with 3 or 4 years' service, in order to hold to a minimum turnover in trained personnel. There is no background for the 15% at the Seat of Government and 25% in the field. This was an arbitrary figure set by the Bureau. The 25% is that suggested or that recommended by the Red Cross in 1950.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

1 - Mr. Tamm  
 1 - Mr. Nease  
 QT:dps dfa  
 (5)  
 50 APR 10 1957

RECORDED-37 66-2554-12555

INDEXED-31

APR 9 1957

EX-132

**Executives Conference Memorandum**  
**Re: First-Aid Training**

It is recommended:

- (1) That the ratio of trained employees be reduced to approximately 5%.
- (2) That in the field we train all field supervisors except the SAC. This group to include all Special Agent relief supervisors, as well as full-time supervisors.
- (3) That in addition the Chief Clerk, Assistant Chief Clerk and all other clerical personnel GS-5 or higher be trained, this to include the supervising stenographer, relief or assistant supervising stenographer, security patrol, etc.
- (4) All firearms experts and all qualified administrative firearms personnel should be trained.

It is recommended that at the Seat of Government 5% of the assigned personnel be trained with only employees of 4 or more years of service at the Seat of Government being given such training.

- (1) That, in addition, all firearms experts and other personnel engaged in administrative firearms training be trained.

This would in effect give us approximately 5% of our personnel trained in first aid - that would be one out of every 20 people in the Bureau. It would not be necessary to train employees for a considerable period of time because of the already extensive training which has been conducted. This would result in saving of personnel time and increased production.

Messrs. Mohr and Trotter recommended that no additional training be conducted at the Seat of Government or in any field division where we have a health service. These gentlemen pointed out that the health service at the Seat of Government and in the various field divisions have registered nurses completely trained in first aid and they are capable of handling any problems which may arise indicating need for first-aid treatment.

Messrs. Tolson, Nichols, Holloman, Rosen, Boardman, Belmont, Nease, Conrad, and Tamm recommended that we no longer require a 25% ratio in the field and 15% ratio at the Seat of Government for first-aid training - that the following be trained.

*J. Agnew*  
*JK*

**Executives Conference Memorandum**

**Re: First-Aid Training**

- (1) All field supervisors, except the SAC. This group to include all Special Agent relief supervisors, as well as full-time supervisors.
- (2) Chief Clerk, Assistant Chief Clerk and all other clerical personnel, GS-5 or higher. Supervising stenographer, relief or assistant supervising stenographer and all other supervising stenographers, GS-5 or higher.
- (3) All firearms experts and qualified administrative firearms personnel.
- (4) All those having First-Aid certificates receive training to keep them up to date every 3 years.

They further recommended at Seat of Government:

- (1) All firearms experts and other personnel engaged in administrative firearms training be trained.
- (2) 5% of all assigned personnel with only employees of 4 or more years' service at Seat of Government being given such training.
- (3) All those having First-Aid certificates receive training to keep them up to date every 3 years.

Based upon your decision appropriate instructions will be issued.

*OK*  
*H.*

Respectfully,  
For the Conference

Clyde Tolson



MR. TOLSON

1/17/57

THE EXECUTIVES CONFERENCE

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/92 BY SP5 a/df

The Executives Conference of January 16, 1957, consisting of Messrs. Tolson, Nichols, Holloman, Tamm, Rosen, Boardman, Belmont, Nease, Conrad, Trotter and Mohr, considered the question of whether we should change our procedures with respect to the issuance of the Handbook for FBI Employees and require in the future that such Handbooks be individually numbered and carried on each employee's personal inventory. At the present time, the Handbook is assigned to each employee who enters on duty and he retains his copy of the Handbook until he leaves the Bureau's service. When he leaves the service, he is required to turn in the Handbook.

At the time that we prepared the Handbook for FBI Employees, we gave careful consideration to the desirability of numbering each copy and personally charging out a particular copy to a particular employee and it was decided that we should not follow this procedure because of the expense involved and because of the fact that the Handbook was designed as a non-confidential compilation of material that should be made available to FBI employees. The book was designed to be small in size so that an employee could carry it around in his pocket or a female employee could carry it around in her purse. It was intended that employees would not give the same degree of care to this Handbook that they would to Bureau manuals and the point was made that employees should be encouraged to take this Handbook home with them.

The material in the Handbook is of such a nature that it is strictly of a non-confidential type and as far as the Bureau is concerned, it would make no difference if it was published in a newspaper, magazine or other media for public consumption.

RECORDED - 10 66-2554-12556

It was also pointed out to the Conference that employees' personal inventory of property is taken every two years. 16 APR 11 1957

It is noted that the Department has a handbook for their employees entitled, "You and Your Job" which is more elegantly prepared, more complete and in more detail than our Handbook. The Department distributes their handbook to their employees and it is not even required that they be returned. A copy of the Department handbook is attached. For comparison purposes there is also attached a copy of the Bureau's Handbook for FBI Employees.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

JPM:DW  
53 APR 12 1957  
CC - Mr. Tamm  
Mr. Nease

ORIGINAL COPY FILED IN 66-18923-51

The Conference unanimously recommended that no change be made in the manner of distributing the Handbook for FBI Employees to our employees and also unanimously recommended that we not go to the expense of individually numbering each copy of the Handbook and having it recorded on the employee's personal inventory.

1. Then the paragraph on 1st page headed "Caution" & talking about its security & its should be eliminated.
2. I think we should consider getting out a more presentable book similar in form to the one received by the Dept.

MR. TOLSON

April 10, 1957

THE EXECUTIVES CONFERENCE

COMBINING OPERATIONS AND PROCEDURES MANUAL  
ON PERSONNEL MATTERS WITH MANUAL OF RULES  
AND REGULATIONS

The Executives Conference on 4/10/57, with Messrs. Tolson, Nichols, Rosen, Boardman, Nease, Parsons, Trotter, Mohr, Holloman and Tamm being present, considered the question of combining the manual entitled "Operations and Procedures Manual on Personnel Matters" with Section 2 of the Manual of Rules and Regulations thereby eliminating the Operations and Procedures Manual on Personnel Matters.

This was recommended by the Training and Inspection Division and it was pointed out that the Personnel Manual is made available to Assistant Directors, Number One Men, Section Chiefs, SACs, ASACs, and Special Agent supervisors in the field. The Manual of Rules and Regulations has much larger distribution and is generally available to all Agents but is not charged to them. Conference was advised that the following advantages would be gained by this procedure.

1. Manual of Rules and Regulations more widely available, for example, to Resident Agents. Thus, there will be less necessity for employees to ask "questions most frequently asked."  
RECORDED - 81
2. When revisions are necessary, only one manual needs to be revised instead of two.  
INDEXED - 81
3. Only one manual to consult instead of two. (In order to make sure that all aspects of a given question are covered, some officials consult both Operations and Procedures and Rules and Regulations.)  
APR 15 1957
4. Full and complete policy and procedure explanations more readily available to all employees.  
ST-17

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/92 BY SP5 E/WJ

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mason \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

1 - Mr. Nease

1 - Mr. Tamm

GT:dps  
(5)

64 APR 15 1957

## EXECUTIVES CONFERENCE MEMORANDUM

5. Less expensive -- saving of time in preparing duplicate revisions, saving of paper, mailing cost, etc.
6. Manual of Rules and Regulations is used as the basic textbook for training new agents in administrative and personnel procedure both in training school and during first year in field. The explanatory material, both policy and procedure, now in Operations and Procedures Manual would be helpful to new agents. Our manuals, of course, contain nothing that should be kept from employees.

The Administrative Division did point out that we have had two occasions when this manual has been shown to outside agencies to indicate that we do have a personnel manual; however, Mr. Mohr, of the Administrative Division, advises that he has no objection to the discontinuation of the Personnel Manual if all of the material is contained in one section of the Rules and Regulations Manual.

Therefore, the Conference unanimously recommends that the Operations and Procedures Manual on Personnel Matters be discontinued and that this material be incorporated as Section 2 of the Rules and Regulations Manual.

OK  
H

MR. TOLSON

April 17, 1957

THE EXECUTIVES CONFERENCE

[Redacted]

SERGEANT  
ALASKA TERRITORIAL POLICE  
APPLICANT - NATIONAL ACADEMY

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/92 BY [Signature]

b6  
b7c

The Anchorage Office has requested that the Bureau permit representatives from the Anchorage Police Department and the Department of Territorial Police of Alaska at the 60th Session, FBI National Academy. The candidate from the Department of Territorial Police, whose application was forwarded to the Bureau by Anchorage airtel 3/28/57, is Sergeant [Redacted]. SAC Miller states that approximately two years ago [Redacted] and the wife of another patrolman were involved in a personal situation which ultimately came to the attention of [Redacted] wife and the other patrolman. Both [Redacted] and the patrolman's wife admitted a "certain degree of unfaithfulness." The situation was amiably resolved.

Superintendent [Redacted] a graduate of the Academy, has informed that he made inquiries concerning this matter and that he was of the opinion that the action or acts did not constitute a matter for which Sergeant [Redacted] should be censured. Superintendent [Redacted] and Lieutenant [Redacted] also a graduate, regard [Redacted] as the outstanding available candidate in the Territorial Police. SAC Miller knows Sergeant [Redacted] personally and recommends he be given consideration to attend the National Academy.

b6  
b7c

EX 105

RECORDED - 69  
66-2084-1250

EXECUTIVES CONFERENCE CONSIDERATION

RECORDED - 69  
INDEXED - 69

APR 19 1957

The Executives Conference on 4/17/57, with Messrs. Tolson, Mohr, Trotter, Nease, Boardman, Rosen, Nichols and Tamm being present, recommend that on the basis of the information available to the Bureau this applicant not be investigated or considered for the National Academy. There is attached hereto a letter to the Superintendent of the Territorial Police acknowledging receipt of the application and a letter to the Anchorage field division advising them that we will not consider this applicant.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_ 1 - Mr. Tamm
- Rosen \_\_\_\_\_ 1 - Mr. Nease
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Enclosures (2)

QT:dps [Signature]  
5 APR 19 1957

[Signature]

[Signature]

THE DIRECTOR

April 18, 1957

THE EXECUTIVES CONFERENCE

RACIAL SITUATION AND CIVIL RIGHTS

223013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-10-92 BY SP-5a/kyf

The Executives Conference on 4/17/57, with Messrs. Tolson, Nichols, Rosen, Boardman, Nease, Trotter, Mohr, Belmont and Tamm being present, considered a question involving the handling of racial situation and civil rights matters in the General Investigative Division and the Domestic Intelligence Division.

It was pointed out that the Civil Rights Unit, Criminal Section, General Investigative Division reviews and supervises all incoming mail which pertains to the following categories: Civil Rights, Involuntary Servitude and Slavery, Election Laws, and Federal Regulation of Lobbying Act. All mail handled in this unit pertains to alleged or possible violations of specific criminal statutes within the jurisdiction of the Bureau. Dissemination of reports and other pertinent information is made to the Department of Justice and other interested agencies. Proposed legislation in the Civil Rights and other pertinent fields is followed and reviewed in order that the Bureau's interest will be protected. Close liaison is maintained with attorneys in the Civil Rights Section of the Criminal Division of the Department in order that questionable matters may be resolved as quickly as possible.

With respect to matters involving segregation in public schools, public parks and interstate transportation facilities, no active investigation is conducted by the Bureau unless such is specifically requested by the Department of Justice. The Bureau, however, furnishes to the Department all pertinent information in this field which comes to its attention. With respect to matters concerning bus segregation in intrastate commerce, the Criminal Division in November, 1956, advised that it is possible that in the future it may be necessary for the Department to institute prosecutive action against certain state officials in Southern states. It, therefore, requested the Bureau to have its offices in the various Southern states clip pertinent news items concerning bus segregation matters and forward them to the Department without conducting any active investigation. This is handled by the Civil Rights Unit.

- Tolson \_\_\_\_\_
  - Nichols \_\_\_\_\_
  - Boardman \_\_\_\_\_
  - Belmont \_\_\_\_\_
  - Mohr \_\_\_\_\_
  - Parsons \_\_\_\_\_
  - Rosen \_\_\_\_\_
  - Tamm \_\_\_\_\_
  - Trotter \_\_\_\_\_
  - Nease \_\_\_\_\_
  - Winterrowd \_\_\_\_\_
  - Tele. Room \_\_\_\_\_
  - Holloman \_\_\_\_\_
  - Gandy \_\_\_\_\_
- 1 - Mr. Tamm  
1 - Mr. Nease
- QT:dps  
(5)
- APR 25 1957

RECORDED - 83

INDEXED - 83

APR 23 1957

66-2554-12559



**Executives Conference Memorandum**  
**Re: Racial Situation and Civil Rights**

The Civil Rights Unit also maintains a brief on "Criticism of the Bureau Arising from Election Laws and Civil Rights Cases and Investigation of Citizens Councils." The Civil Rights Unit keeps this up to date on a semimonthly basis. There is also a brief maintained entitled "Brief on Racial Situation and Civil Rights." Part I of this brief, "Racial Situation," is maintained by the Communist Front Organizations Unit of the Internal Security Section, Domestic Intelligence Division. Part II of this brief, "Civil Rights," is kept up to date by the Civil Rights Unit of the General Investigative Division. This brief is revised weekly by these two divisions.

In the Communist Front Organizations Unit, Internal Security Section, Domestic Intelligence Division, the unit has responsibility for general racial incidents, disturbances and conditions throughout the United States. This category would embrace such incidents as the Montgomery, Alabama, and Tallahassee, Florida, boycotts; the assault of Negro singer Nat "King" Cole; bombings of Negro homes and churches such as have occurred in Montgomery, Alabama; and disturbances which have been created when Negroes attempted to enter white schools such as in Sturgis, Kentucky; Poolesville, Maryland; Matoaka, West Virginia; Clinton, Tennessee; Mansfield, Texas; and others. It would also include action taken by the various state legislatures in passing bills attempting to prevent or delay integration. Occasionally information is received such as the buildup of firearms in a particular area. While no cases are opened at the Bureau, on such information the field is instructed to make appropriate inquiries regarding the situation. The field is followed through use of ticklers.

The Bureau does not have jurisdiction in civil disturbances except in those instances where there are violations of civil rights or related statutes or where subversive influences are at work. However, as an intelligence function, the Bureau has been and is keeping abreast of the over-all aspects of racial conditions in this country and the effect of these conditions on the domestic tranquility. Pertinent information is disseminated in the field to appropriate local authorities and at the Seat of Government to the Department and other Government agencies and officials. Any violations within our jurisdiction which grow out of these various racial situations for the most part involve civil rights and related statutes. Some examples are incidents involving schools in Hoxie, Arkansas; and Clinton, Tennessee; shooting of Gus Courts; and allegations of Election law violations in ten Louisiana parishes.



**Executives Conference Memorandum**  
**Re: Racial Situation and Civil Rights**

As a result of the inspection of the General Investigative Division, it was felt that there is at the present time some degree of split responsibility between the Investigative Division and the Domestic Intelligence Division since one division may handle an incident until a specific violation of a Civil Rights Statute occurs at which time the other division will assume jurisdiction.

It is further felt that racial incidents eventually lead to civil rights violations or criminal violations if they lead to any specific violation under the Bureau's jurisdiction. It is further pointed out that there is presently pending legislation which may create a new division of civil rights in the Department. This new division would, no doubt, handle all racial matters as well as civil rights violations. If the responsibilities for racial situations were transferred from the Domestic Intelligence Division to the General Investigative Division, we would have one division in the Bureau dealing in these matters with the Department.

Messrs. Belmont and Tamm recommend the transfer of that portion of the Domestic Intelligence Division's responsibilities for racial matters to the General Investigative Division.

Messrs. Tolson, Nichols, Rosen, Boardman, Nease, Trotter and Mohr are opposed to this transfer it being pointed out that the situation as it is presently being handled has presented no problem. The function performed by the Domestic Intelligence Division is the collection of intelligence information which has been properly allocated to that division.

Respectfully,  
For the Conference

✓  
Clyde Tolson

I Concur  
H

THE DIRECTOR

April 19, 1957

THE EXECUTIVES CONFERENCE

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-10-92 BY SP-5 CJP/dep

~~READING ROOM~~

~~RECORDS AND COMMUNICATIONS DIVISION~~

The Executives Conference on 4/15/57, with Messrs. Tolson, Rosen, Boardman, Nease, Parsons, Mohr, Nichols, Belmont, Holloman and Tamm being present, considered a report submitted by the Training and Inspection Division - a survey of the Reading Room.

The Reading Room presently has 10 employees GS-6 and above (total salary \$48,950).

The Conference was advised that the survey reflected that the volume of mail through the Reading Room during the period 12/31/56 through 3/29/57 (62 working days) revealed the following daily averages:

Mail Read - pieces 417 or 44%  
- pages 538

Mail Processed - pieces 528 or 56%  
- pages 650

Total.....-pieces 945 100%  
-pages 1189

It is noted from the above that 44% of the mail is read by the Reading Room completely. This is primarily signature mail going outside of the Bureau or addressed to an employee by name and there is no recommendation submitted concerning the handling of this mail as a result of the survey.

A recommendation was submitted by the Training and Inspection Division concerning the 56% of the mail which is processed. This mail consists principally of teletypes, airtels and Standard Form 64 memoranda to Bureau field divisions. This mail is not read in its entirety, it is processed and the system of processing field division mail was placed in effect by Executives Conference memorandum in 1955. Processing consists of checking

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Tamm  
Mr. Nease

RECORDED-98  
INDEXED-98

66-2554-12560

51 APR 24 1957  
(5)

EX-127

10 APR 24 1957

Executives Conference Memorandum  
Re: Reading Room  
Records and Communications Division

the mail for proper initials on the yellow, proper assembly, proper address, caption, enclosures and file numbers. Errors detected in this processed mail are - 0.16%. This means that out of every 1000 pieces of mail processed 1.6 errors are discovered. It is felt that this is an expensive procedure and that the cost should be reduced.

As a result of the survey, it is recommended that the mail to field divisions be removed from the Reading Room, in other words bypass the Reading Room and go directly to the Mail Room. This will result in a reduction of the overhead cost of the operation of the Reading Room. In order to accomplish this, it is suggested that yellow copies of mail to the field have printed beneath the routing block a block marked "Mail Room [ ]". This block would be utilized by the approving official who decides that this mail has progressed to the point where it is ready for transmittal to the field. It would in no way change the responsibility for the proper approval of mail prior to its transmittal to the field; it would simply circumvent the Reading Room. The Supervisors' Manual is specific with regard to the approval and level of approval of mail being transmitted to the field. Section 16, subsection 21, specifically covers the rules governing the approval of outgoing correspondence to the field offices; specifically pointing out that mail must be approved for transmittal to the field at least at the section chief level. Such things as follow-up letters to field offices, routine letters requesting investigations, letters to field approving changes in office of origin, etc., may be approved by Section Chiefs. However, mail relating to cases of importance to the Bureau, mail involving policy or policy changes must go through the Assistant Director, Assistant to the Director and Associate Director. The suggested change here does not change these existing rules for the approval of correspondence. Each division in the approval of mail transmitted to the field would still be governed by the regulations as set out in the Supervisors' Manual.

This suggested change does, it is felt, place the responsibility for proper level of transmittal with the officials of the respective divisions rather than with clerical personnel. One of the functions in the Reading Room as pointed out above is to check the mail to be sure that it bears the proper initials for approval prior to transmittal. This responsibility would be removed from the clerical employee and placed upon the officials of the various divisions who would initial in the block for mail to go to the Mail Room.

Executives Conference Memorandum  
RE: Reading Room  
Records and Communications Division

If the field mail is removed from the Reading Room the survey further recommended that time stamping of mail in the Reading Room be handled by the supervisory employee. It is at present rotated among the various employees but on a reduced volume could be handled by the Reading Room supervisor. This will save 1 employee.

The results of the survey indicate that if these changes are made in the Reading Room, the Reading Room personnel could be reduced from a complement of 10 employees to 7 employees. This would result in an annual savings of at least \$12,240 and, of course, would materially reduce the cost of the operation of the Reading Room.

Mr. Nichols is opposed to the removal of the field mail from the Reading Room. He feels strongly that we are breaking down one more control which is exercised over material transmitted to the field. He further feels that the savings which may result would be minor when considered in the light of the possible problems which may develop.

Messrs. Tolson, Rosen, Boardman, Nease, Parsons, Mohr, Belmont, Holloman and Tamm make the following recommendations.

OK →  
(1) That for a 90-day trial period mail being transmitted to field divisions in the form of teletypes, airtels and memoranda to Bureau field offices (Standard Form 64) bypass the Reading Room and go directly to the Mail Room. This would be accomplished by putting an additional block on the routing block on yellows for a supervisory employee to check and initial when he feels that the mail should be routed directly to the Mail Room. This routing level would be designated within the respective divisions based upon the type of mail being transmitted.

(2) Time stamping of mail in the Reading Room be handled by supervisor.

**Executives Conference Memorandum**  
**RE: Reading Room**  
**Records and Communications Division**

(3) That the Reading Room personnel be reduced from 10 to 7,  
a reduction of 3 employees.

(4) That a recheck of the Reading Room be made in 90 days to  
determine the effect of these changes.

If the majority opinion is approved, the mechanics of this  
system will be worked out by the Training and Inspection Division and  
the Records and Communications Division.

Respectfully,  
For the Conference

Clyde Tolson

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Mohr

DATE: April 18, 1957

FROM : H. L. Edwards *HS*

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/92 BY SP-SC/ldg  
*Gross*

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

SUBJECT: VENDING MACHINES  
(Hot and Cold Drink Machines)

By memo of 4/9/57, SAC Hostetter, Chicago, made reference to SAC Letter 57-18, reiterating existing instructions regarding the use of vending machines, and he recommended that the Bureau consider the advisability of changing such regulations. SAC Letter 57-18 provides that hot and cold drink vending machines may be used during lunch periods and that they may also be used during prescribed rest periods, which are authorized only for clerical employees. It was pointed out that except for lunch periods and authorized rest periods such machines are not to be used during the regular tour of duty of any employee. *3-3*

SAC Hostetter observed that most Special Agents are out of the office a good portion of the regular tour of duty and, consequently, are not affected by the foregoing regulations. SAC Hostetter also observed that supervisory employees, including an SAC, and agents handling special projects and prolonged dictation are confined to the office for extended periods. According to SAC Hostetter, the Bureau's present regulations regarding vending machines are not conducive to good morale. Physicians, on numerous occasions, have advised SAC Hostetter that from a health standpoint it would be wise to stop for a moment and drink a glass of milk in mid-morning and mid-afternoon. Accordingly, SAC Hostetter suggested that the Bureau relax to some extent the regulation regarding vending machines, and he feels that the Bureau, in the long run, would benefit from this.

By way of background, it is noted that in February, 1957, four agents of the New Haven Division were observed entering a restaurant during official working hours after they had signed out to conduct investigation. These agents admitted that they drank coffee and they were censured, placed on probation, and ordered under transfer. One of them, Louis P. Hurley, Jr., during the recent inspection of the New Haven Division, advised the Inspector that for about seven months in 1956, SAC Casper, New Haven, permitted Special Agents to utilize a coffee vending machine whenever they were in the office.

RECORDED-41 NOT RECORDED

Upon receipt of the foregoing information, Bureau's policy regarding vending machines was reviewed. Such machines can be installed in a field office if the Special Agent in Charge considers them to be desirable. Under no consideration may cold or hot drinks be taken from

TUN:csa (4)  
Enclosure *sent 4-25-57*  
CC: Mr. Edwards (Sent direct)  
Mr. Tamm (Sent direct)

51 MAY 2 1957

MAY 2 1957

ORIGINAL FILED IN 66-17997-62

the vicinity of the machine to desks or offices and the drinks may not be consumed during the performance of official duties. In addition, as stated in SAC Letter 57-18, the vending machines may be used only during lunch periods and by clerical employees during prescribed rest periods.

COMMENTS OF THE ADMINISTRATIVE DIVISION:

The Special Agents handling investigative assignments are not permitted to stop for coffee during a regular tour of duty and it is felt that as a general practice Special Agent supervisory personnel and agents working in the office should not be authorized to cease work in mid-morning and mid-afternoon in order to take some refreshment. If such a rule were adopted, it would, in effect, grant Special Agent personnel in the office a rest period in the morning and afternoon. It is felt that such rest periods are neither necessary nor desirable. Furthermore, in some offices the vending machines now installed are not adequate to take care of the needs of SA personnel. If they are permitted to use the machines as suggested by SAC Hostetter, it would be necessary to install additional machines.

It is felt that the present regulations are adequate and that in the event there are any particular health problems where a Special Agent is required to take some refreshment in mid-morning and mid-afternoon, these cases can be handled on an individual basis.

RECOMMENDATIONS OF THE ADMINISTRATIVE DIVISION:

That the revision in the regulations regarding the use of vending machines as suggested by SAC Hostetter not be adopted and he be so advised. In addition, SAC Hostetter should be advised that if there are any particular health problems in the Chicago Office requiring an SA to take refreshment in the morning and afternoon, such problems can be handled on an individual basis. Suggested memo to SAC Hostetter is attached.

*James*  
*JFH*  
*4/19* ↓ *gm*

(See Addendum next page)



ADDENDUM: JPM:eam 4/24/57

The contents of this memorandum were considered by the Executives Conference of April 24, 1957, consisting of Messrs. McGuire, Whelan, Boardman, Nease, Parsons, Trotter, Belmont and Mohr. It was unanimously agreed that there should be no change in the Bureau's regulation and that the attached letter should go forward to SAC Hostetter.

*JPM* *V.* *JAN*

*I agree.*

Mr. Tolson

5/7/57

Executives Conference

REVISION OF INTERVIEW FORMS  
(FD-193, FD-293, 0-34)

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/13/92 BY SP-5 CJA/deg

The Executives Conference on 5/1/57, at which Messrs. Boardman, Belmont, Rosen, Mohr, Trotter, Parsons, Nease, Holloman, and Tamm were present, considered a suggestion made by Mr. C. F. Downing of the Laboratory that Item "F" of Form FD-193, "Report of Exit Interview and Separation," be revised to read: "Has employee been cautioned about not divulging confidential information acquired in job including reminder that divulging information pertaining to Bureau's cryptographic operations to unauthorized persons is a violation of law punishable by \$10,000 fine and/or 10 years' imprisonment?" (Mr. Downing's proposed addition to form underlined.)

In view of the number of employees possessing complete knowledge of the Bureau's cryptanalysis operations, Mr. Downing feels it is desirable that employees, when leaving the Bureau's employ, be informed disclosure of such information to unauthorized persons would be a violation of Federal law punishable by a \$10,000 fine, 10 years in prison, or both. Certain regulations and statutes are in existence on this matter. Supplement 4 (revised) of Departmental Order 3464 signed by the Attorney General 1/13/53 provides all files, documents, records, and reports in the Department are confidential and the contents can be disclosed only in the performance of official duties. No employee may furnish any person outside the Department any information obtained from the FBI. This Order covers former employees also. Violation is not a penal offense.

SA D. J. Dalbey of the Training and Inspection Division has located the following pertinent statutes:

1. Section 641, Title 18, U. S. Code, states no record of any Federal agency can be stolen, sold, or converted by an individual to his own use or someone else's use. The penalty is \$10,000 fine or 10 years' imprisonment, or both.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Enclosures - 3  
66-3482

1 - Mr. Tamm  
1 - Mr. Nease

flk  
(6)

66 JUN 7 1957

RECORDED - 81

INDEXED - 81

EX-127

MAY 9 1957

MAY 31 1957

66-3482-12512

Executives Conference Memorandum  
Re: Revision of Interview Forms  
(FD-193, FD-293, O-34)

2. Delivering, transmitting, etc., or negligently losing any information relating to the national defense which the possessor has reason to believe could be used to injure the United States or benefit a foreign nation is punishable by a fine of \$10,000, imprisonment for 10 years, or both. Section 793, Title 18, U. S. Code.

3. Communicating, delivering, transmitting, etc., information relating to the national defense to any faction, party, or military within a foreign country is punishable by death, life imprisonment, or imprisonment for a lesser term. Section 794, Title 18, U. S. Code.

4. Disclosing certain classified information to any unauthorized person is punishable by maximum fine of \$10,000, imprisonment for 10 years, or both. The classified information relates to codes, ciphers, devices, and communication intelligence activities. Section 798, Title 18, U. S. Code.

5. Concealing, removing, etc., any record, paper, document, etc., of the United States is punishable by fine not exceeding \$2,000 or imprisonment not over 3 years, or both. Section 2071, Title 5, U. S. Code annotated.

In addition, the Executives Conference recommended that Forms FD-293 and O-34, "10-Day Interview Forms," for the Field and the Seat of Government respectively be similarly revised, and that the following statement be added to each of the three interview forms: "Has employee been cautioned about not divulging confidential information acquired in job; that failure to abide by this provision violates Department of Justice regulations and may violate certain statutes providing severe penalties, \$10,000 fine or 10 years' imprisonment, or both, being a common example?" A current copy of each form is enclosed.

RECOMMENDATION:

That the three interview forms, FD-193, FD-293, and O-34, be revised to include, "Has employee been cautioned about not divulging confidential information acquired in job; that failure to abide by this provision violates Department of Justice regulations and may violate certain statutes providing severe penalties, \$10,000 fine or 10 years' imprisonment, or both, being a common example?"

✓ O.K.  
JH

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 5/19/55

FROM : R. T. Harbo

SUBJECT: ~~ERROR FORM 0-17~~

EXECUTIVE CONFERENCE

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Harbo	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Sizoo	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

Remymemo to you 4/5/55 regarding the change in Error Form 0-17. This change provided space to indicate if the error was "substantive" as well as "form." Memorandum approved and form now in use. A copy is enclosed.

SUGGESTION: Investigative Division now suggests two forms be used, one for form errors and another for those of substance. Administrative and Records and Communications Divisions concurred with this view. Domestic Intelligence Division suggests use of two forms as preferable over current one form, and added that best procedure would be to use 0-17 only for nonsubstantive or form errors. Domestic Intelligence Division suggests substantive errors be forwarded to person concerned by individual letter with explanatory remarks as to specific error cited.

OBSERVATIONS: Two forms instead of one creates more paper work. Present 0-17 has space for remarks which, if necessary, can be continued on reverse side of page. An 0-17 for form errors only is impractical as to specify each type of form error would be misleading. The degree of error governs. For example, cited (Inspectors' Manual) form errors are (1) "copies insufficient" or (2) "synopsis incomplete." These could easily both be substantive, if (1) an auxiliary office in a fugitive case was not given a copy of a discontinue and (2) synopsis omitted details that "subject armed and dangerous" when report going to new office. The cited form error "incorrect dates" could readily become substantive if improperly reporting pertinent data re interview of informant. Therefore, supervisors who review reports are in a position to call the error one of form or substance as the facts justify. Present 0-17 (revised 4/5/55) enclosed, does not categorically state what is form error and what is substantive. This form is satisfactory.

RECOMMENDATION: Present 0-17 (dated 4/5/55) be used.

Enclosures

cc: Mr. Boardman  
 Mr. Rosen  
 Mr. Belmont  
 Mr. Nichols

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 5/23/55 Present at the Conference on 5/23/55 were Messrs. Callahan, Tamm, Parsons, Sizoo, Belmont, Boardman, Nichols and Mason. The Conference unanimously recommended that Error Form 0-17 be retained as presently constituted.

MAY 19 1955  
 RECORDED-99  
 INDEXED-99  
 JUN 7 1955

22303  
 INFO  
 5/10/55

Noted by  
 5/1/55

ORIGINAL FILE IN 66-2406-191

66-2554  
 NOT RECORDED  
 79 MAY 1 1956

To: SAC, \_\_\_\_\_ (Bufile \_\_\_\_\_) DATE: \_\_\_\_\_

From: Director, FBI (Bufile \_\_\_\_\_)

SUBJECT: \_\_\_\_\_

REFERENCE: Report of SA \_\_\_\_\_ dated \_\_\_\_\_ at \_\_\_\_\_  
 Letter dated \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Teletype dated \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Airtel dated \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Reference communication is in error in connection with the subject matter checked below. You should secure explanations from the employee or employees and supervisory personnel responsible and forward to the Bureau without delay, together with your recommendations for any administrative action deemed necessary, following the procedure set forth in SAC Letter 53-29(e). Return original of this error form to the Bureau with your letter. Any action necessary to correct this error on copies of referenced communication in your office or auxiliary offices should be taken in accordance with present Bureau instructions.

- \_\_\_ 1. Omission entire title
- \_\_\_ 2. Synopsis materially inconsistent with details
- \_\_\_ 3. Copies
  - \_\_\_ a. Improper listing
  - \_\_\_ b. Not furnished U. S. Attorney
  - \_\_\_ c. Not furnished G-2 or ONI
- \_\_\_ 4. Details
  - \_\_\_ a. No description or incomplete description
  - \_\_\_ b. Steps not removed
  - \_\_\_ c. Subject in custody, complaint & warrant issued but immediate hearing before USC not reported
  - \_\_\_ d. In dual character case, failure to show to which violation court or other action pertains
  - \_\_\_ e. Source of complaint not shown or unidentified
  - \_\_\_ f. Lack of thoroughness in interview
  - \_\_\_ g. Lack of thorough investigation
  - \_\_\_ h. Investigation unnecessarily delayed
  - \_\_\_ i. Premature closing
  - \_\_\_ j. Delay in presenting to U. S. Attorney
  - \_\_\_ k. Delay in following court action
  - \_\_\_ l. Incomplete reporting
  - \_\_\_ m. Failure to verify filing of detainer
  - \_\_\_ n. Delay in reporting
- \_\_\_ 5. Undeveloped leads
  - \_\_\_ a. Not listed
  - \_\_\_ b. Unnecessary
- \_\_\_ 6. Error described below.

REMARKS:

44-2557-4

ENCLOSURE

PROPOSED FORM FOR "SUBSTANTIVE ERRORS"

ENCLOSURE

66-2406-191

Mr. Tolson

May 8, 1957

The Executives Conference

WUPLANS - FIREARMS IDENTIFICATION DIVISION

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/13/92 BY SP5CJ/deg

Present at the Executives Conference on May 8, 1957, were Messrs. Tolson, Nichols, Tamm, Hargett, Boardman, Nease, Parsons, and Trotter. Trotter brought up the question of retaining twelve .38 caliber revolvers and six blackjacks in a safe in the Identification Building.

These weapons have been assigned to the Identification Division since the inception of the Bureau's war plans for emergency use in the event of hostility. It was pointed out that we formerly trained our Security Patrol clerks in firearms, and these weapons were maintained for the use of these Patrol clerks in the event of a war emergency.

We no longer give firearms training to our Security Patrol clerks. The six Agent personnel assigned to the Identification Division, as well as all other Agent personnel assigned to other divisions in the Identification Building all have firearms. In addition, weapons may be obtained from the Justice Building in a matter of twenty minutes. Trotter recommended that the Identification Division no longer maintain the revolvers and blackjacks and that they be turned in to the Property Section of the Administrative Division.

The Conference was in unanimous agreement. The revolvers and blackjacks have been returned to the Administrative Division and removed from the inventory of the Identification Division.

1 - Mr. Tamm  
1 - Mr. Nease

OK ✓

INDEXED - 32 6 23

RECORDED - 32

66-2554-12563

3 MAY 9 1957

CLT:hcs  
(6)

52 MAY 14 1957

EX 105

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Mr. Tolson

May 17, 1957

The Executives Conference

FURNISHING RESIDENCE ADDRESSES OF  
SPECIAL AGENTS TO STATE TAXING AUTHORITIES

The Executives Conference of May 13, 1957, consisting of Messrs. Tolson, Tamm, Hargett, Parsons, Trotter, Belmont, Nease, Holloman, Nichols and Mohr, considered the long-standing Bureau policy of not furnishing state taxing authorities with the residence addresses of Special Agent personnel. This question was submitted to the Conference for reconsideration because it does not appear that our policy is meeting the objectives originally intended.

It was pointed out to the Executives Conference that we furnish the state taxing authorities on the Statement of Earnings Form W-2 merely the names of our Special Agent personnel, omitting the address and adding the statement "Constant travel status." We have felt that we should not give the residence addresses on W-2 Forms to the state taxing authorities for security reasons since we do not keep such addresses at the Seat of Government and for the further purpose of keeping some of the states from harassing our Special Agent personnel for income taxes because of multiplicity of residences. As an example of the latter, a Special Agent may have his legal residence in Pennsylvania because that is where he came from, lived all his life, but he is now assigned to the New York Office and resides in New Jersey. Conceivably all three states might try to tax his salary. As a matter of fact, some cities have local taxes and if we furnish the residence addresses to the state taxing authorities they would, of course, furnish them to the municipalities that levy taxes. At the present time, we are required to furnish income tax earning data on the so-called W-2 Form to thirty-one states, the territories of Hawaii and Alaska, and thirteen cities. We also withhold taxes for employees of ours residing in thirteen states. We do not furnish any of these taxing authorities with the residence addresses of our Special Agent personnel.

The result is confusion and the states call upon us for assistance in unraveling the problems for them. The states get the W-2 Forms with

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_

- cc: Mr. Nease
- Mr. Tamm
- Mr. Nichols
- Mr. A. E. Leonard
- Mr. Jackson

JPM:eam

RECORDED - 4

INDEXED - 4

16 MAY 20 1957

66-2554-12504

PERS. FILES

MAY 22 1957

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 1/21/82 BY SP-5 EJK

823 0/3

B



**Executives Conference Memorandum  
Re: Furnishing Residence Addresses of  
Special Agents to State Taxing Authorities**

the name, no residence address and then they are faced with the problem of matching these against income tax returns. The State of New York has recently found this matching problem almost an impossible task and they called upon us to furnish them with lists of our Special Agent personnel with their residence addresses. We did this on a more or less confidential basis with the Assistant Director of the New York State Income Tax Bureau.

The effects of our policy seem to be of creating a greater interest and emphasis on income tax returns submitted by Special Agent personnel than would be the case if we furnished the residence addresses on the W-2 Forms. We now do it for clerks in the Bureau by the simple procedure of getting the residence addresses of the clerks in December of each year and putting the addresses on the W-2 Forms. Likewise we have no question about the clerks' W-2 Forms because we send the W-2 Form to the taxing authority covering the residence address on the form. On Special Agent personnel, we send it to the field office to which the Special Agent is assigned with the result the Agent may be assigned to a Resident Agency in a different state and we find ourselves in correspondence to try and straighten out this situation.

**RECOMMENDATION:**

The Executives Conference unanimously recommended that we discontinue our practice of not sending residence addresses on W-2 Tax Forms to state taxing authorities and that hereafter we follow the same procedure with respect to W-2 Forms of Special Agent personnel as we follow with respect to clerical employees. Should you agree, this policy will be placed in effect on the W-2 Forms which will be sent out for the calendar year 1957. These are usually sent out in 1958.

I certainly  
agree  
H

7#

✓

gan

MR. TOLSON

5/17/57

THE EXECUTIVES CONFERENCE

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/92 BY SP5 scj/dag

\* SUMMER EMPLOYEES  
SALARY GRADE OF REINSTATEMENTS

The Executives Conference of May 13, 1957, consisting of Messrs. Tolson, Tamm, Hargett, Parsons, Trotter, Belmont, Holloman, Nease, Nichols and Mohr, considered the Bureau's policy with respect to the reinstatement of summer employees, particularly the grade we should consider for those summer employees who are returning for the fifth summer or more.

It was pointed out to the Conference that we have been following the policy of initially appointing summer employees in Grade GS 2, \$2960 per annum. After the summer employee has served at least two summers, at the beginning of the third summer before reinstatement they are considered for reallocation to Grade GS 3, \$3175 per annum if their work records have been satisfactory and there is a Grade 3 position for them to fill.

Several years ago it was our policy to reinstate summer employees in Grade GS 4, \$3415 per annum when the summer employee was coming back for the fifth summer. This would mean that the summer employee after putting in approximately one year of service was being considered for reinstatement in Grade GS 4. It was pointed out to the Conference that under the Whitten Amendment, it would not be possible to promote the summer employees after they enter on duty because the employees must be here at least 90 days before they can be reallocated. Therefore, to give an employee Grade GS 4, it must be done when the employee is reinstated.

We discontinued the practice of reinstating summer employees who were coming back for their fifth summer in Grade GS 4 because there were insufficient vacancies in Grade GS 4 to take care of the situation, particularly in the Records Section where the majority of the summer employees work. It was found that if we promoted summer employees coming back for the fifth summer to Grade GS 4, permanent employees would be penalized and a morale problem would result.

RECORDED-3

66-2554-12505

A survey at the Seat of Government reflects that there would be no difficulty at this time in reinstating summer employees in Grade GS 4 when re-

14 MAY 22 1957

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Maia \_\_\_\_\_
- gan \_\_\_\_\_

JPM:DW

(5)

CC - Mr. Tamm

Mr. Nease

INDEXED-3

EX-127

50 MAY 23 1957

turning for the fifth summer, with the possible exception of the Identification Division and Mr. Trotter indicated that if a summer employee left at the end of the fourth summer meeting the production requirements for reallocation at that time, he would have no objection to that summer employee being reinstated in Grade GS 4 upon his return for the fifth summer.

It was pointed out to the Conference, therefore, that we were now in a position to resume the policy of reallocating summer employees coming back for the fifth summer to Grade GS 4 and that there were approximately fifteen potential summer employees who were affected. It was further pointed out to the Conference that some of the summer employees who are returning are of very high caliber and many of them would be doing work that would be normally allocated to Grade GS 4 and in some instances higher.

The Conference unanimously recommended that each reinstated summer employee coming back for the fifth summer should be individually considered and if it is the opinion of the Assistant Director of the division where the employee will be assigned that the employee is qualified to do Grade GS 4 work and there is a Grade GS 4 vacancy, the employee should be reinstated in Grade GS 4.

If you agree, we will follow this policy this summer.

*OK if our funds  
will stand it  
N.*

THE DIRECTOR

May 31, 1957

THE EXECUTIVES CONFERENCE

REPORT WRITING

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/92 BY SP-5/DCY

The Executives Conference on 5/29/57, Messrs. Nichols, Belmont, Sizoo, Conrad, Rosen, Trotter and Whelan being present, considered the recommendations made by the Training & Inspection Division in regard to a suggestion that we may want to consider revision of our reporting system in order that deletions would not have to be made in reports in the event it is necessary to have them introduced at a trial. The case that provoked this question contained administrative data only on the front page of the report.

In order to eliminate this problem as far as the front page of a report is concerned, the Training & Inspection Division made two recommendations as to ways in which it would be accomplished: (1) that the front page no longer be considered a part of a report and that it be specifically designated "Memorandum of Transmittal." The details of the report would start on a separate page. (2) It was alternately suggested that we adopt the procedure now used in Security of Government Employee reports; that is, that the front page of the report be a sheet of paper described as Bureau Form 204 which merely carries the title and character of the case, the date and place the report was made and the name of the reporting agent, together with the stamp that it is the property of the FBI. If this suggestion were adopted, the present front page of a report would still be prepared but would only be kept in the field office file with the report and with the report filed at the Seat of Government. No copy disseminated to outsiders would have the front page attached to it.

With the exception of Mr. Whelan, the Executives Conference believed that this proposed change was not an answer to the problem. They pointed out that:

(1) We must consider that the proposed change would affect thousands of Bureau reports prepared in all categories, an overwhelming percentage of which pertain to cases which never go to court.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_ WMW:wmj
- Rosen \_\_\_\_\_ (5)
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_ cc - Mr. Nease
- Nease \_\_\_\_\_ Mr. Tamm
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 12  
INDEXED - 12  
66-2554-12566  
20 JUN 4 1957  
JFJ

66 JUN 5 1957 304

(2) The proposed change could be interpreted as a subterfuge on the part of the Bureau as the front page of the report could be construed as a part of the report whether we label it as transmittal memorandum or not.

(3) Mere removal of the front page of the report does not mean the Bureau would be willing to have all other portions of the report introduced in court. For example, if the court orders the production of three pages containing a statement made by the witness or subject to Bureau agents, this would not mean that the other, say, 25 pages of the report reflecting our investigative activities would be introduced.

(4) Our reports are disseminated widely. We will get numerous inquiries in the event we do not disseminate the first page including the synopsis of our reports from such persons as the U. S. Attorney, Military Intelligence Agencies, State Department, etc.

(5) If we remove the present front page of the report and disseminate the remainder, the report will not have the appearance of a report. If we add an additional front page along the lines of the present Security of Government Employees reports, we are running into a costly procedure as this means actually two front pages of each report, one for the use of the Bureau and the field offices and the other for dissemination purposes.

(6) Where it has been necessary to introduce the report or portion of our report into court, we have been able to do so satisfactorily by deleting those items which are not pertinent to the court's request.

Mr. Whelan dissented and recommended the alternate suggestion identified in paragraph two of this memorandum as #2. Present regulations prohibit administrative data being placed in body of report and provide for proper concealment of identity of informants. Elimination of administrative data contained on present cover page of report can be simply and economically done by using Form 204 on all reports as is done with Security of Government Employee reports.

*I agree with  
majority - OK  
H*

6-3

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5-27-57

FROM : L. E. SHORT

SUBJECT: ECONOMY SUGGESTIONS - RECORDS BRANCH  
RECORDS AND COMMUNICATIONS DIVISION

*Suggestion # 63657*

Tolson	_____
Nichols	_____
Boardman	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
Nease	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

*V. J. [Signature]*

*Mr. Fletcher*

In line with Bureau's efforts to economize the following suggestion is submitted by the Records Branch:

Suggestion:

By memorandum 8-16-55, Mr. Eames to Mr. Nichols, (66-818-4174), it was proposed that to effect economy the Records Branch eliminate accounting for all copies before the original of a Bureau report is filed. This suggestion was not adopted previously because it was believed that the security of Bureau correspondence outweighed the estimated savings.

Savings: \$3,415 per year.

Disadvantages:

Security would be reduced since Records Branch would no longer attempt to account for all copies which are not received with the original report at time of filing.

RECOMMENDATION:

RECORDED: 67

That this suggestion be approved.

LES:fk;mcg  
(3)

*we should hold  
in abeyance.*

*non*

66-2557-12507

RECORDED

170 JUN 5 1957

3 JUN 4 1957

ADDENDUM (LEN:jmr) 5-31-57 The Executives Conference of 5-23-57, consisting of Messrs. Belmont, Whalan, Rosen, Sizoo, Trotter, Conrad, Nease, and Nichols, unanimously agreed that this should be held in abeyance.

52 JUN 10 1957

F87

*V. J. [Signature]*

*[Signature]*

ORIGINAL COPY FILED IN 66-818-4385

Mr. Tolson

June 5, 1957

The Executives Conference

POSTPONEMENT OF LEGAL ATTACHES' CONFERENCES

On June 4, 1957, the Executives Conference, consisting of Messrs. Tolson, Nichols, Holloman, Tamm, Rosen, Belmont, D. E. Moore, Nease, Parsons, Trotter and Mohr, considered the question of whether or not Legal Attaches' conferences should be held in Europe during fiscal year 1958.

Mr. Belmont advised the Conference that it has been the approved practice to hold at least two Legal Attaches' conferences in Europe during each year. The conferences for fiscal year 1957 were cancelled for budgetary and other reasons. Mr. Belmont stated that these conferences are useful and very beneficial to our operations in Europe, but that a savings could be realized of approximately \$1,100 if they were not scheduled for fiscal year 1958.

Recommendation of the Executives Conference:

The Executives Conference unanimously <sup>agreed to</sup> approved the proposal that Legal Attaches' conferences not be held in Europe during fiscal year 1958 as an economy measure.

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/92 BY SP5 c/dq

OK  
H

el

- cc: Mr. Tolson
- Mr. Tamm
- Mr. Boardman
- Mr. Nease
- Mr. Belmont
- Mr. Roach
- Mr. Cleveland

RECORDED - 39  
INDEXED - 39

66-2554-12568  
20 JUN 6 1957

EX-117

66 JUN 7 1957 314

MAIL ROOM

on \_\_\_\_\_  
ols \_\_\_\_\_  
dman \_\_\_\_\_  
ont \_\_\_\_\_  
ons \_\_\_\_\_  
Room \_\_\_\_\_  
an \_\_\_\_\_



# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5-27-57

FROM : L. E. SHORT

SUBJECT: ECONOMY SUGGESTIONS - RECORDS BRANCH  
RECORDS AND COMMUNICATIONS DIVISION  
SUGGESTION #688-57

*M. J. Jackson*  
*J. M. [unclear]*  
*[unclear]*

Mr. Tolson	
Mr. Boardman	
Mr. Belmont	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Harbo	
Mr. Mohr	
Mr. Winterrowd	
Tele. Room	
Holloman	
Gandy	

In line with the Bureau's efforts to economize, the following suggestion is submitted by the Records Branch:

Suggestion: That the complete recharge of files be conducted quarterly rather than every other month. At the present time, supervisory personnel in all divisions throughout Seat of Government are required to list the numbers of all files in their possession on the last Friday of every other month. Personnel of the Filing Unit, Records Branch, then determine whether all files are either in the cabinets or accounted for by charge-out. Labor cost in Filing Unit alone for this operation is estimated at \$500. This figure does not include time spent by personnel in the various divisions in recording the files in their possession. The annual cost of this procedure in the Filing Unit is estimated at \$3,000. By conducting recharges on a quarterly basis, \$1,500 in labor costs would be saved.

Savings: \$1,500.

Disadvantages: Suggested procedure would possibly increase locate work inasmuch as some of the difficult file locates are found when recharges are submitted to the Records Branch.

RECOMMENDATION:

That this suggestion be approved

*Suggest monthly  
for 1 quarter*

LES:fk:dm  
(3)

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/92 BY SP-5 cjd/ey

INDEXED - 49  
RECORDED - 43  
EX-127  
JUL 2 1957

JUL 2 1957

ORIGINAL COPY FILED IN

194

ADDENDUM: (LBN:jmr) 5-31-57 The foregoing suggestion was unanimously approved by the Executives Conference on May 29, 1957, consisting of Messrs. Belmont, Whelan, Rosen, Sizoo, Trotter, Conrad, Nease, and Nichols.

*[Handwritten initials and scribbles]*

Mr. Tolson

June 5, 1957

The Executives Conference

\*FOREIGN POLICE COOPERATION CASES

On June 4, 1957, the Executives Conference, consisting of Messrs. Tolson, Nichols, Holloman, Tamm, Rosen, Belmont, D. E. Moore, Nease, Parsons, Trotter and Mohr, considered the question of extending the deadline on foreign police cooperation cases from two - three weeks to 30 days as an economy measure.

Mr. Belmont advised the Conference that during a fiscal year the Bureau will conduct hundreds of investigations in the United States for police abroad. The deadlines set for the field are short, usually two - three weeks from the time the field receives the request from the Seat of Government. Mr. Belmont advised that travel cost and the use of telephone and teletype facilities could be cut down by extending the deadline to 30 days in connection with these cases.

Recommendation of the Executives Conference:

The Executives Conference voted unanimously to extend the deadline in foreign police cooperation cases from the present two - three weeks to 30 days as an economy measure.

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/92 BY SP-5 u/dg

OK  
H

- cc: Mr. Tolson
- Mr. Tamm
- Mr. Boardman
- Mr. Nease
- Mr. Belmont
- Mr. Roach
- Mr. Cleveland

RECORDED - 39

INDEXED - 39

66-2554-12569

20 JUN 6 1957

7-131

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman *WVC:mpp*
- Belmont *(9)*
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

66 JUN 10 1957 341

MAIL ROOM

Mr. Tolson

June 5, 1957

The Executives Conference

~~CONFIDENTIAL~~

~~ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE~~

PAYMENT JUSTIFICATION LETTERS  
CONCERNING CONFIDENTIAL INFORMANTS

On June 4, 1957, the Executives Conference, consisting of Messrs. Tolson, Nichols, Holloman, Tamm, Rosen, Belmont, D. E. Moore, Nease, Parsons, Trotter and Mohr, considered the question of whether payments to confidential informants in the field and in foreign offices should be justified every three months or every six months.

Currently there are 900 confidential informants in the field and a considerable number in foreign offices being paid on an extended basis. The payments are justified by the submission of payment letters averaging four pages every three months. Mr. Belmont advised the Conference that such correspondence could be reduced by an estimated 1,800 to 2,000 letters per year if these justifications were extended from three to six months.

Executives Conference Recommendation:

The Executives Conference unanimously voted against justifying payments to these informants every six months instead of every three months on the basis that by so doing necessary controls would be relaxed. Therefore, payments being made to confidential informants in the field and in foreign offices on an extended basis will continue to be justified by the submission of payment letters every three months.

323,013 3/10/92  
CLASSIFIED BY: SP-5 u/dcg  
DECLASSIFY ON: OADR

OK  
H

el

- cc: Mr. Tolson
- Mr. Tamm
- Mr. Boardman
- Mr. Belmont
- Mr. Nease
- Mr. Baumgardner
- Mr. Cleveland

RECORDED - 24  
INDEXED - 24

66-2554-12570

20 JUN 6 1957

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

WVC:mpp (9)

68 JUN 7 1957

EX-105

~~CONFIDENTIAL~~

MAIL ROOM

Mr. Tolson

June 5, 1957

The Executives Conference

CURTALLMENT OF ~~IN-SERVICE~~

On June 4, 1957, the Executives Conference, consisting of Messrs. Tolson, Nichols, Holloman, Tamm, Rosen, Belmont, D. E. Moore, Nease, Parsons, Trotter and Mohr, considered the question of whether In-Service classes for Seat of Government Supervisors should be eliminated as an economy measure.

Mr. Belmont advised the Conference that inasmuch as In-Service classes are essentially designed and geared for the assistance and guidance of field office personnel, consideration be given to eliminating completely In-Service classes for Seat of Government Supervisors as an economy measure. He stated that these Supervisors, by virtue of their assignments, are aware of problems confronting the Bureau as well as measures and programs taken to combat them.

Recommendation of the Executives Conference:

The Executives Conference unanimously voted against eliminating In-Service classes for Seat of Government Supervisors on the basis that Supervisors normally are on specialized work and, therefore, it was felt necessary that they be brought up to date by periodic attendance at In-Service classes the same as the rest of the Bureau's agents so that Bureau Supervisors would have up-to-date knowledge of the Bureau's policies and procedures in all fields.

323,013

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/92 BY SP5 a/dg

- cc: Mr. Tolson
- Mr. Tamm
- Mr. Boardman
- Mr. Nease
- Mr. Belmont
- Mr. Baumgardner
- Mr. Cleveland
- Mr. Rosen
- Mr. Tamm
- Mr. Trotter
- Mr. Nease
- Tele. Room
- Mr. Holloman
- Gandy

RECORDED - 24  
INDEXED - 24

66-2554-12571

20 JUN 6 1957

WVC:mp (9)  
 JUN 7 1957  
 MAIL ROOM

Mr. Tolson

June 5, 1957

The Executives Conference

LATENT FINGERPRINT TESTIMONY FOR LOCAL LAW ENFORCEMENT AGENCIES

Present at the Executives Conference on 6-4-57 were Messrs. Tolson, Mohr, Parsons, Nease, D. E. Moore, Belmont, Rosen, Tamm, Holloman, Nichols and Trotter. Trotter presented for consideration the question of whether as an economy measure we should discontinue furnishing expert latent fingerprint testimony to local law enforcement agencies in connection with state and local trials.

Whenever we make examinations of evidence for latent fingerprints for local law enforcement agencies and we are successful in developing and identifying the perpetrator of the crime, we offer as a cost-free service the expert testimony of our latent fingerprint examiner. Last year in the entire Latent Fingerprint Section the cost of this service, combining transportation, per diem, salary and incidentals, amounted to \$3,058.51. It was pointed out to the Conference that this is an excellent cooperative measure and serves to cement relations not only with local law enforcement agencies but with local prosecuting attorneys.

The Conference was of the unanimous opinion that we should continue to render this service.

- 1 - Mr. Tamm
- 1 - Mr. Nease

CLT:VH  
(6)

323 0/3  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/10/92 BY SP-10/BJG

b.l.s.

AK  
H.

66-2554-12572

20 JUN 7 1957

RECORDED-42

INDEXED-42

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

66 JUN 10 1957

394

MR. TOLSON

June 4, 1957

THE EXECUTIVES CONFERENCE

EMERGENCY COMMUNICATION FACILITIES  
AT RELOCATION SITE

~~SECRET~~ ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE

The Executives Conference on June 4, 1957, with Messrs. Tolson, Trotter, Mohr, Parsons, Nease, D. E. Moore, Belmont, Holloman, Rosen, Nichols and Tamm being present, considered the suggestion submitted by Mr. Nichols that we re-evaluate the necessity for continuing various of the landline installations maintained on a stand-by basis for the operation of the Seat of Government at the relocation site at Quantico in the event of an emergency.

These emergency communication facilities which are paid for on an annual basis by the Bureau to be utilized in case of the operation of the Bureau from Quantico were reviewed and the following recommendations are made:

(1) There is a private line teletype circuit between Quantico and Washington which costs on an annual basis \$2,051.40. It is noted the contemplated use of this line would be primarily during the partial evacuation of Washington when the Bureau still would have an operating force at the Washington headquarters. If Washington were completely evacuated or destroyed by enemy action this line obviously would have no value. If this line were discontinued, even during the partial evacuation of Washington, the Bureau still will have a private telephone circuit and could operate courier service between Quantico and Washington. The Conference unanimously recommends the discontinuation of the Quantico to Washington private line teletype circuit thereby effecting an annual saving of \$2,051.40.

- 1 - Mr. Tamm
- 1 - Mr. Nease
- 1 - Mr. Nichols
- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 80  
INDEXED - 80

66-2554-12573  
20 JUN 5 1957

#323 013  
12/20/84  
EX 105  
CLASSIFIED BY: [signature]  
DECLASSIFY ON: OADR

57 JUN 11 1957

~~SECRET~~

The Executives Conference

June 4, 1957

Re: Emergency Communication Facilities  
at Relocation Site

~~SECRET~~

(2) There is in existence on a stand-by basis a Quantico-New York private line telephone circuit at an annual cost of \$696. This line is necessary only if Washington is destroyed by enemy action since otherwise New York could be reached through the regular Quantico-Washington private line telephone connected through the Bureau switchboard to the regular Washington - New York private line telephone circuit. In evaluating this service, it is noted that should Washington be destroyed it is reasonable to suppose that New York City would have been bombed or that at least its evacuation would have been ordered. In either event, the New York Office could not be contacted through these lines because it is noted that they do not connect with the New York Office relocation site.

The Conference unanimously recommends the discontinuation of the Quantico-New York private line telephone circuit at an annual saving of \$696.

OK  
#

✓

~~SECRET~~



THE DIRECTOR

~~SECRET~~

June 4, 1957

THE EXECUTIVES CONFERENCE

EMERGENCY COMMUNICATION FACILITIES  
AT RELOCATION SITE

~~(S)~~

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE

The Executives Conference on June 4, 1957, with Messrs. Tolson, Trotter, Mohr, Parsons, Nease, D. E. Moore, Belmont, Holloman, Rosen, Nichols and Tamm being present, considered the suggestion submitted by Mr. Nichols that we re-evaluate the necessity for continuing various of the landline installations maintained on a stand-by basis for the operation of the Seat of Government at the relocation site at Quantico in the event of any emergency.

There is in existence a private line teletype circuit from Quantico to the Bureau's main radio station at Midland, Virginia. The annual cost is \$2,517.60. The contemplated use of this line is for the sending and receiving of radio messages received at or to be sent from the Bureau's main radio station. Although Midland is approximately 15 air miles west of Quantico (and approximately 30 road miles), the teletype line is actually routed through Seven Corners, Virginia, an area which would suffer considerable damage, if not total destruction, in the event of an H-bomb attack on Washington. Should this line be discontinued or become inoperative through enemy action, it is backed up by a radioteletype circuit. The Laboratory Division feels that this radio circuit could handle all traffic for a two-week or longer period in an emergency, during which time it might be possible to lay a direct teletype line for long-range usage. The radio equipment is not designed for long period operation but could be used in an emergency. A further alternative for contact between these two points would be the use of a courier.

Messrs. Nichols, Belmont and Trotter are opposed to the discontinuation of the Quantico-Midland private line teletype circuit. They feel it should be maintained for emergency use.

- Tolson 1 - Mr. Tamm
- Nichols 1 - Mr. Nease
- Boardman 1 - Mr. Nichols
- Belmont
- Mohr
- Parsons
- Rosen
- Tamm
- Trotter
- Nease
- Winterrowd
- Tele. Room
- Holloman
- Gandy

RECORDED - 80  
INDEXED - 80  
CLASSIFIED BY: SP5/edg  
DECLASSIFY ON: OADR

66-2554-12574

20 JUN 5 1957

57 JUN 11 1957

105

SECRET

The Executives Conference

~~SECRET~~

Re: [Emergency Communication Facilities  
at Relocation Site]

~~SECRET~~ (\*)

Messrs. Tolson, Holloman, Rosen, D. E. Moore, Nease, Parsons, Mohr and Tamm recommend the discontinuation of the Quantico-Midland private line teletype circuit at an annual saving of \$2, 517. 60. ~~(S)~~

Respectfully,  
For the Conference

Clyde Tolson

OK  
Z

✓

~~SECRET~~

Mr. Tolson

June 5, 1957

The Executives Conference

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/92 BY SP-5 CUC/dcg

~~DISCONTINUANCE OF MONTHLY  
SUMMARIES CONCERNING CITIZENS COUNCILS~~

On June 4, 1957, the Executives Conference, consisting of Messrs. Tolson, Nichols, Holloman, Tamm, Rosen, Belmont, D. E. Moore, Nease, Parsons, Trotter and Mohr, considered the question of whether or not it is necessary to obtain monthly summaries from those field offices following activities of Citizens Councils concerning activities of these groups.

On December 13, 1956, offices were instructed to discontinue inquiries concerning Citizens Councils, but to keep abreast of developments in order that the Bureau could be informed of any situation indicative of potential violence. Monthly summaries are submitted by these offices and upon receipt they are reviewed and disseminated to the Department and intelligence agencies of the Armed Forces.

Mr. Belmont recommended to the Conference that these monthly summaries be discontinued as an economy measure and instead the field be instructed to forward important developments on these matters on a continuing basis as they occur thereby complying with the Bureau's responsibilities in the security field.

Recommendation of the Executives Conference:

The Executives Conference unanimously agreed that these monthly summaries should be discontinued and the field instructed to forward important developments to the Bureau as they occur.

There is attached for approval a yellow of a Plastiplat to 25 field offices who have been submitting these monthly summaries.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

- cc: Mr. Tolson
- Mr. Tamm
- Mr. Boardman
- Mr. Nease
- Mr. Belmont
- Mr. Baumgardner
- Mr. Cleveland

RECORDED-11  
INDEXED-11

66-2554-12575

17 JUN 10 1957

EX-131

397  
66 JUN 11 1957

wvc:mdp  
RPM  
MKA

THE DIRECTOR

June 5, 1957

THE EXECUTIVES CONFERENCE

ECONOMY MEASURES  
(INSPECTION PROCEDURES)

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/10/92 BY SP 5 a/dcg

The Executives Conference on June 5, 1957, Messrs. Tolson, Belmont, Rosen, Parsons, Sizoo, Nease, Holloman, Trotter and Edwards being present, considered a recommendation made by the Records and Communications Division as follows: That full inspections, both at the Seat of Government and at the Field be alternated and that a new type of inspection be experimented with whereby an Inspector would visit the offices for the purpose of making spot checks, interviewing personnel, and serving as a consultant on how field office operations might be solved. In other words, this type of inspection would be sold that, "Here comes the man from Washington to help us."

Mr. Nichols expressed the belief that an experienced Inspector, by spending a week in a small office and two or three weeks in the larger offices, could very quickly get an impression as to whether everything was going along satisfactorily, and in the event it was not then this type of inspection should be converted to the full inspection treatment. Mr. Nichols was of the opinion that applying this system both at the Seat of Government and in the Field could result in considerable economy.

Mr. Edwards pointed out to the Conference it was the feeling of the Training and Inspection Division that in order for inspections to be of any real value to the Bureau they had to be as complete as possible; that the making of only spot checks by one Inspector would leave too many gaps uncovered in the operations of an entire field division; that the probability of overlooking vulnerable areas materially lessened the possible value of spot checks and that the Training and Inspection Division was not in favor of the recommendation.

cc - Mr. Nease  
cc - Mr. Tamm  
cc - Mr. Nichols

RECORDED - 55

66-2554-12576

17 JUN 10 1957

JEE:hvt

INDEXED - 55

(5)

397  
66 JUN 11 1957

EX-108

TO: The Director  
From: The Executives Conference  
Re: Economy Measures  
(Inspection Procedures)

Executives Conference Consideration: Those present at the  
Executives Conference,  
as indicated above, were unanimously opposed to the recommendation.

Respectfully,  
For the Conference

✓  
Clyde Tolson

OK  
JH

Mr. Tolson

June 5, 1957

The Executives Conference

**PROPOSAL TO DISCONTINUE PROCESSING APPLICANT FINGERPRINT CARDS FROM LOCAL LAW ENFORCEMENT AGENCIES IN THE IDENTIFICATION DIVISION**

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-10-92 BY SP5 c/dcf

Present at the Executives Conference on 6-4-57 were Messrs. Tolson, Mohr, Parsons, Nease, D. E. Moore, Belmont, Rosen, Tamm, Holloman, Nichols and Trotter. Trotter pointed out that the Identification Division currently is receiving over 23,000 fingerprint cards daily. Of these, approximately 2,200 are applicant prints from local law enforcement agencies and agencies of local and state governments. Whenever there is a statute or regulation requiring fingerprinting for licensing or employment, we accept such fingerprint cards for search and answer in our Identification Division.

It is estimated that it requires 220 employees at a salary of \$751,300 to process these applicant fingerprint cards.

Of the 2,200 applicant fingerprint cards processed daily, approximately 550 are from contributors other than law enforcement and Federal agencies. Examples in this category are State Personnel Boards, Bar Associations, Alcohol Beverage Control Boards, City Civil Service Commissions, Insurance Departments, State Athletic Commissions and Drivers License Bureaus. Cost to process these 550 cards daily from these "fringe" type agencies equals approximately 55 employees for an annual salary of \$187,825.

Trotter asked the Conference to consider, (1) whether we should curtail services to local contributors other than local law enforcement agencies (the 550 daily receipts average from the so-called "fringe" agencies cited in the paragraph immediately above), and (2) whether we should discontinue handling all of the 2,200 applicant fingerprint cards from local contributors.

- 1 - Mr. Tamm
- 1 - Mr. Nease

CLT:VH  
(6)

66 JUN 12 1957

EX-131

INDEXED - 49  
RECORDED - 49

66-2554-12577

17 JUN 10 1957

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Moore \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 M. E. \_\_\_\_\_  
 W. C. \_\_\_\_\_  
 M. J. \_\_\_\_\_  
 M. L. \_\_\_\_\_  
 M. S. \_\_\_\_\_  
 M. T. \_\_\_\_\_  
 M. W. \_\_\_\_\_  
 M. Y. \_\_\_\_\_  
 M. Z. \_\_\_\_\_

Memorandum for Mr. Tolson

June 5, 1957

It was pointed out that in our annual appropriation we secure funds for acquisition, collection, classification and preservation of identification and other records and their exchange with and for the official use of the duly authorized officials of the Federal Government, of states, cities and other institutions, etc. Congress has given us all of the funds we have asked for in this identification program and under the circumstances it would hardly be feasible to curtail identification services to local agencies on the grounds of economy. In other words, we have not been cut. We have been given all of the money we asked for. Our position would be untenable, therefore, if we told some agencies we could no longer continue to process their applicant fingerprint cards.

Under the circumstances the Conference was in unanimous agreement that there should be no curtailment at this time of applicant fingerprint cards in the Identification Division.

OK ✓  
H



Mr. Tolson

June 5, 1957

The Executives Conference

DISASTER IDENTIFICATION

Present at the Executives Conference on 6-4-57 were Messrs. Tolson, Mohr, Parsons, Nease, D. E. Moore, Belmont, Rosen, Tamm, Holloman, Nichols and Trotter. Trotter presented for consideration the question of whether we should discontinue furnishing ~~on-the-scene~~ disaster identification services.

It is our policy in connection with major disasters to furnish on-the-scene identification services. We take from our fingerprint files the fingerprint cards that are possibly identical with the victims of the disaster and send two fingerprint experts and an official of the Identification Division to the disaster scene. There the victims are fingerprinted and an on-the-spot comparison is made of the victims' fingerprints with the cards that have been brought to the scene from the Bureau's Identification Division. In this manner we are able to speedily effect the positive identity of the disaster victims which is of obvious great importance in such situations. Last year, we expended a total of \$1,645.20 in connection with this program. This sum included transportation, per diem and salary.

The Conference was of the unanimous opinion that we should continue to furnish such services when requested.

- 1 - Mr. Tamm
- 1 - Mr. Nease

CLT:VH  
(6)

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-10-92 BY SP5 u/ky

O.K.  
H ✓

E

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 12

66-2554-12578

INDEXED - 12

17 JUN 10 1957

EX-127

391

66 JUN 11 1957

The Director

June 6, 1957

The Executives Conference

**\*"NOTATIONS" UNSUPPORTED  
BY FINGERPRINTS  
IDENTIFICATION RECORDS**

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-10-92 BY SP5 Cw/deg

Present at the Executives Conference on 6-4-57 were Messrs. Tolson, Mohr, Parsons, Nease, D. E. Moore, Belmont, Rosen, Tamm, Holloman, Nichols and Trotter. Trotter presented for consideration the suggestion submitted by Mrs. [redacted] Assistant Supervisor of the Fingerprint Correspondence Section, that "notations" unsupported by fingerprints, which we now add to the back page of identification records, be discontinued.

It was proposed that record data received by the Bureau's Identification Division from contributors which was unsupported by submission of fingerprints pertaining to that particular arrest be henceforth disregarded and not included as a part of an individual's identification record except where such data is identified as the disposition to a fingerprint card previously submitted for our files.

Trotter advised the Conference that fingerprint receipts in the Identification Division have increased by 329,339 during the first nine months of fiscal 1957 as compared to the same period in fiscal 1956. (Daily average has gone up from approximately 20,000 cards each day to 23,000.) Accordingly, in order to keep abreast of this increase in work load without a corresponding increase in personnel, it is necessary that we streamline.

These notations are received by us in various ways. Some come in in the form of carbon copies of records typed by state bureaus and local law enforcement agencies and it is almost impossible to read these carbons. Some come in on the back of current fingerprint cards as "Previous Criminal History." Some are submitted on forms of various local agencies. There is no uniformity in the manner in which these "old arrests" and "admitted arrests" are received. For the most part they deal with minor violations (vagrancy, drunk, traffic violations, etc.). Because of the haphazard manner in which they are sent in, it is not possible to systematize the posting of these notations to the last page of the record sheets and, accordingly, they are not listed in chronological order.

As a consequence, when we receive a new notation unsupported by fingerprints we must carefully scan the entire record to see whether this information is

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Enclosure  
JUN 11 1957  
Mr. Tamm  
Mr. Nease  
CLT:VH

RECORDED - 70  
INDEXED - 70

66-2554-1257  
JUN 11 1957

EM 07

Memorandum for the Director

already on file or whether it now has to be added. This is time consuming. A large percentage of this additional information is repetitious and contradictory. Again, we spend a lot of needless employee and supervisory time trying to intelligently set forth these notations in our records.

The accuracy of some of these notations is seriously questioned. The majority of these are what the subject remembers and cares to admit about his previous record. Dates, times, places, charges and dispositions are, therefore, set forth in a confused and muddled state. In order to add these to the records we must then assume the responsibility of trying to decipher what the true circumstances were. This is dangerous. We have gotten into trouble before on this. Some of our people have apparently taken too much of a calculated risk in trying to identify by name and circumstances an individual's admissions as to his past record. Denials have followed and we have been left holding the bag.

Trotter pointed out that he felt Mrs. [redacted] suggestion should be adopted. He advised the Conference that with more than thirty years of experience behind us in the Identification Division we were now in the position of being able to run a true and accurate fingerprint identification business rather than a hit or miss records proposition having to do with the posting in our records of inaccurate and incomplete admissions on the part of subjects. It is far safer to be able to back up each item in our records with the actual fingerprints for that arrest rather than years later attempt to justify some obscure notation in a record for which we have no background or authority to call upon to support that notation.

Trotter further pointed out that within the past eighteen months we have canvassed every law enforcement agency in the country urging that fingerprints be taken on all arrest cases and that these fingerprints be submitted to the FBI's Identification Division for search and retention. Accordingly, our record will be complete by having the fingerprints support the recorded information in our files. *we should continue this campaign*

Specifically, it was proposed to the Conference, *H.*

(1) That we discontinue accepting and posting identification data in our fingerprint records that is not supported by or does not pertain to a fingerprint arrest or institution card we already have on file.

(2) That at the next printing of the arrest and institution fingerprint card, we discontinue the heading on the reverse side of the card "Previous Criminal History" so as to discourage the submission of these "notations."

Memorandum for the Director

(3) That we inform all contributors by letter of this change in policy, pointing out that in order to make our records as accurate as possible we henceforth will discontinue posting such notations and it is no longer necessary nor desirable that such data be furnished us unsupported by fingerprints.

(4) That for the time being we continue to quote out the notations already posted on the last page of our master duplicator record sheets since this requires but one more page being run on the duplicator machines without the necessity of adding additional typed notations thereto.

The majority of the Conference consisting of Messrs. Tolson, Holloman, Tamm, Belmont, D. E. Moore, Nease, Parsons and Trotter were in favor of Mrs. [redacted] suggestion. They recommend that this proposal be adopted forthwith. It is estimated that on typists' and readers' time alone it will net us a savings of \$48,105 per year. (Should this be placed in effect, it will be necessary to compute these savings in a separate memorandum recommending that Mrs. [redacted] be considered for an incentive award.)

b6  
b7c

The minority of the Conference consisting of Messrs. Nichols, Mohr and Rosen were in favor of the proposal but felt we should first canvass some of the local prosecuting attorneys and probation officers, as well as some of our field offices, in order to get their reaction to this proposed change. The minority felt we should consider any objections that these groups might raise.

Pending the Director's decision, further action is being held in abeyance.

Respectfully,  
For the Conference

*I share majority view  
H*

Clyde Tolson

Mr. Tolson

June 6, 1957

The Executives Conference

~~WELFARE AGENCIES  
NAME CHECK REQUESTS  
IDENTIFICATION DIVISION~~

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP-5 ci/dcg

*ln*

Present at the Executives Conference on 6-4-57 were Messrs. Tolson, Mohr, Parsons, Nease, D. E. Moore, Belmont, Rosen, Tamm, Holloman, Nichols and Trotter. Trotter presented for consideration a proposal that we discontinue doing name checks for local welfare agencies in the Bureau's Identification Division. Under this proposal, we would continue furnishing fingerprint identification services to such organizations.

We are receiving an increasing number of name check requests for local welfare agencies, particularly in the State of California. In San Diego, Los Angeles and Oakland, California, the welfare agencies have devised specific forms which their workers use to run name check record requests of our fingerprint files. Such requests originate from cases wherein one parent will apply for relief and cite the fact that the other parent has absconded leaving the family without monetary support. It then becomes the responsibility of the welfare agency to determine that the absconded parent cannot be located in order to fulfill his family obligation. Similarly, in adoption proceedings, it is necessary apparently for the welfare agency to fully determine the background of the proposed adoptive parents before approving the adoption proceedings. We are receiving an increasing number of name checks on these printed forms requesting that our files be name checked and the welfare agency advised. Likewise, when the welfare of children is at stake and the question of whether the child will be taken away from its true parents arises, we are asked to name check the true parents through our files by these welfare agencies.

*E*

Due to the increased volume of work that we are faced with and in order to forestall another trend which appears to be shaping up in the welfare agency field, Trotter proposed we tell these welfare groups uniformly that we are unable to continue

- 1 - Mr. Tamm
- 1 - Mr. Nease

RECORDED - 10

66-2554-1280

6 JUN 11 1957  
CLT:VH  
(7)

INDEXED - 10  
EX-131

17 JUN 11 1957

son \_\_\_\_\_  
hols \_\_\_\_\_  
rdman \_\_\_\_\_  
mont \_\_\_\_\_  
r \_\_\_\_\_  
sons \_\_\_\_\_  
en \_\_\_\_\_  
nm \_\_\_\_\_  
tter \_\_\_\_\_  
ise \_\_\_\_\_  
aterrowd \_\_\_\_\_  
e. Room \_\_\_\_\_  
lloman \_\_\_\_\_  
ndy \_\_\_\_\_

Memorandum for Mr. Tolson

to do name checks for them but that in every instance where they care to submit fingerprint cards to us we will be most happy to search these and provide them with an answer. In addition to the volume question, it is pointed out that name checks are strictly inconclusive in our fingerprint files and we are on much safer grounds when we are able to support our search with specific fingerprints. In most instances, it should not be too difficult for the welfare agency to secure the individual's fingerprints. We suspect that we are being "used" by these agency workers to bolster "clearances" of these individuals by us doing the work here in Washington that they probably should be doing themselves on a local basis.

The Conference was in unanimous agreement that we should inform welfare agencies that while we would be most happy to search any fingerprint cards submitted to us, due to the volume of work we are faced with, it will be impossible for us to continue name checks on the basis of the forms they submit to us.

OK ✓  
R



The Director

6-6-57

The Executives Conference

PROPOSAL TO RETURN APPLICANT FINGERPRINT CARDS TO LOCAL AGENCIES, ATOMIC ENERGY AND MILITARY ON SECURITY CLEARANCE CASES.  
IDENTIFICATION DIVISION

323, D13

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/5/92 BY [signature]

Present at the Executives Conference on 6-5-57 were Messrs. Tolson, Holloman, Belmont, Sizoo, Nease, Parsons, J. E. Edwards, Mohr, and Trotter. As a possible economy measure Trotter submitted a proposal to the Conference that we return to our former policy of returning some of the applicant fingerprint cards we receive each day. This proposal dealt with a daily average of approximately 6,000 applicant type cards we receive from local law enforcement, state and municipal agencies, Atomic Energy and security type clearance fingerprint cards from the Air Force, Army, and Navy.

**BACKGROUND:**

It was pointed out to the Conference that on 1-4-49 a suggestion was approved that fingerprints in the above categories in cases of nonidentification be stamped "no record FBI, Identification Division," and these were then returned to the contributor. In those types where we established an identification, the applicant fingerprint card was stapled to a copy of the existing record and returned to the contributor. This procedure was followed until 5-27-54. On the latter date we adopted the policy of furnishing specific answers (on identifications and nonidentifications) on these types of applicant fingerprint cards. We changed our policy in 1954 following receipt of complaint from Safety Director, Knoxville, Tennessee, that we had not answered some applicant fingerprints he had sent us. We could not tell whether we had or had not handled those particular prints since if we had received them, we had returned them. This was one of several complaints we received about that time along the same line. Subsequently, however, we determined that the Safety Director of Knoxville was feuding with the Police Department, and actually the Police Department appears to have held up the submission of the fingerprint cards to us.

EX-108

66-2554-12581  
[signature]

- Mr. Tamm  
- Mr. Nease

RECORDED - 78

INDEXED - 78

17 JUN 11 1957

CLT:hcs

66 JUN 12 1957



## Memorandum for The Director

(It is pointed out that in the spring of 1954 we were operating in a much less current condition than we are now, as a matter of fact, we may have been as much as three or four weeks behind on our applicant work at that time.)

After we started retaining these applicant fingerprint cards it became necessary to sequence and file the fingerprint cards in the Technical Section and prepare an index card for each print and sequence and file these in the Card Index Section.

Trotter pointed out that at this time we are faced with a considerable increase in receipts of fingerprint cards and correspondence in the Identification Division for processing. For example, during the first nine months of the current fiscal year fingerprint receipts have gone up more than one-quarter million over the first nine months of the last fiscal year, and during the same comparable period correspondence has increased by over 120,000 pieces. There has been no increase in personnel. In order to keep abreast of the situation, therefore, we must streamline as much as possible.

### ADVANTAGES OF INDEXING AND FILING THESE TYPES OF APPLICANT PRINTS:

It is pointed out that these applicant fingerprint cards are maintained in a separate file (the Civil Identification File) where they are available to assist in identifying unknown deceased (1,763 received last year), amnesia victims, and furnish some limited background information in fugitive type cases. In addition, if we receive inquiries as to whether we have or have not handled a particular applicant fingerprint card by retaining the card in our file we are in a position to refute any claim of delay or mishandling, as well as fix responsibility as to who handled that particular print in our files. There is no question but what it is the desirable thing to retain all fingerprint cards sent to us. Under the circumstances, however, the exigencies of our situation might call for a different course of action.

### DISADVANTAGES OF INDEXING AND FILING THESE TYPES OF APPLICANT PRINTS:

It was pointed out to the Conference that this suggestion would not embrace all civil or applicant type fingerprint cards we currently are receiving. We would

Memorandum for The Director

continue to retain, for instance, alien fingerprints, U. S. Civil Service fingerprints, all armed forces enlisted fingerprints, and all criminal fingerprint cards received each day. The 6,000 which are proposed to be returned would cover such applicant type prints as licensees (cab drivers, liquor license, bar applicants, hotel workers, etc.) Also included would be Atomic Energy Commission fingerprints and security clearance fingerprints from the military that would usually involve private contractors doing jobs for the military.

By reverting to our former policy of returning these cards we would effect a considerable saving. By not filing the index cards and the fingerprint cards we would release forty employees from this operation and use them on the processing of current work. Their salaries alone would amount to a minimum of \$125,000 a year.

It would not be necessary to index these cards nor prepare individual answers as we now do for all identifications and nonidentifications. We have not computed the actual saving figures on this, but conservatively it would run up into a savings of several thousand dollars each year.

It is pointed out that 6,000 fingerprint cards returned each day would save us approximately ten lineal feet of filing space per day. Translated into more specific terms it would mean that in the Technical Section on an annual basis we would save 62½ filing cabinets for a total saving of \$5,656.25. Additionally, in the Technical Section we would save 468 square feet of filing floor space each year.

In the Card Index Section we would benefit by an annual index filing cabinet cost savings of \$7,387.05, and pick up an additional 272 square feet of filing floor space each year.

EXECUTIVES CONFERENCE ACTION:

The minority of the Conference, Mr. J. P. Mohr and Mr. J. E. Edwards, recommends that we continue to retain these types of applicant fingerprint cards in our files. Mr. Mohr thought that when fingerprints are submitted to the FBI's Identification Division they should be retained on file indefinitely for future identification purposes.

Memorandum for The Director

The majority of the Conference consisting of Messrs. Tolson, Holloman, Belmont, Sizoo, Nease, Parsons, and Trotter recommends that we go back to our policy of returning the approximately 6,000 applicant fingerprint cards we receive each day from law enforcement, state and municipal agencies, Atomic Energy Commission and security clearance from the military. This group felt that the need for economy so as to conserve the available manpower and utilize it in the most productive manner, warranted this step. (Should final approval be given to this proposal it will be necessary to appropriately advise the fingerprint contributors and institute the necessary procedure changes in the Identification Division.

Pending The Director's decision no further action will be taken.

Respectfully,  
For the Conference

Glyde Tolson.

*I concur with majority  
but only because of  
need for economy.*

MR. TOLSON

~~SECRET~~

June 10, 1957

THE EXECUTIVES CONFERENCE

~~EMERGENCY COMMUNICATION FACILITIES  
AT RELOCATION SITE~~

~~ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE~~

The Executives Conference on June 10, 1957, with Messrs. Tolson, Nichols, Holloman, Rosen, Boardman, Belmont, Nease, Parsons, Mohr, Roy Moore and Tamm being present, considered further Mr. Nichols memorandum to Mr. Tolson concerning communications facilities maintained on a stand-by basis for the operation of the Seat of Government at the relocation site at Quantico in the event of an emergency. The Conference was advised that there is in existence from Quantico to Shepherdstown, West Virginia, a private line telephone circuit at an annual cost of \$1,056. In the event of an emergency this line will be used to communicate with the Washington Field Office which will relocate at Shepherdstown. It would also be used to locate and direct the activities of other Seat of Government personnel since Shepherdstown is the Bureau's emergency contact point. There are alternative means of communication such as commercial long distance telephone, teletype and radio. We have now on a stand-by basis telephone and teletype lines from Shepherdstown to Martinsburg, West Virginia. The teletype line, actually, although we do not pay for it, goes as far as Baltimore, Maryland, to reach a teletype exchange. It is also noted that a 450 watt field office type radio transmitter, although not installed, is available at Shepherdstown in case of an emergency. It could be installed in a period of one day. It is not felt that the Quantico-Shepherdstown private line telephone circuit is necessary.

The Conference unanimously recommends the discontinuation of the Quantico-Shepherdstown private line telephone circuit at a saving of \$1,056 per year.

- 1 - Mr. Tamm
- 1 - Mr. Nease
- 1 - Mr. Nichols

RECORDED-46  
INDEXED-46

OK  
66-3534-12582

JUN 11 1957

EX-101 ~~SECRET~~

QT:dps  
(6)  
51 JUN 13 1957

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Tele. Rm. \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

MR. TOLSON

June 10, 1957

THE EXECUTIVES CONFERENCE

FIREARMS TRAINING - general

The Executives Conference on June 10, 1957, with Messrs. Tolson, Nichols, Holloman, Rosen, Boardman, Belmont, Nease, Parsons, Mohr, Roy Moore and Tamm being present, considered the suggestion submitted by Special Agent W. T. Whaley of the Domestic Intelligence Division and Special Agent [redacted] of the Training and Inspection Division that we discontinue the firing of the submachine gun and its use be limited to dry firing. It was pointed out by the Agents submitting this suggestion that the firing of the machine gun in the training courses exclusive of new agent classes costs approximately \$75,000 per year in ammunition. These Agents feel that the gun has limited use and that there are sufficient firearms experts in the field that if it was necessary that they could utilize the gun.

Mr. Quinn Tamm and SAC Henry Sloan are opposed to reducing the firing of the machine gun. These gentlemen point out that if we have the gun we should continue to train the Agents in its use. They also point out that it would be preferable to completely discontinue use of the machine gun rather than stop the training; however, it is felt that this gun serves a definite purpose in the Bureau firearms program and should not be discontinued. It is useful under certain circumstances and it definitely, when used by Bureau Agents, has a psychological effect.

The Conference unanimously recommends the continuation of the present course of training with the Thompson submachine gun and its retention for use by the Bureau.

1 - Mr. Tamm

1 - Mr. Nease

QT:dps  
(5)

RECORDED-29

INDEXED-29

EX-77

66-2554-12583

16 JUN 11 1957

394  
66 JUN 12 1957

223017  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/82 BY SP25c/llk

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Rotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

b6  
b7c

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 5-28-57

FROM : L. B. Nichols

SUBJECT: ECONOMY MEASURES

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

*McClayton*  
*McCallister*

Should the need for further economy be sufficiently great, it is suggested that our present system of In-Service training be re-evaluated. At the present time, a new Agent is brought back for In-Service two years after he has been assigned to the field, then four years after his first retraining period and five years thereafter.

Re-evaluation of  
 It is believed there should be no change in bringing the Agent back two years after he is assigned to the field but the next training cycle might very well be extended to five years for the second cycle and then operated on a six-year term thereafter.

*Executives Conference should consider*

cc - Mr. Mohr  
 cc - Mr. Tamm

LBN:nl  
 (4)

323 013  
 ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 3/5/92 BY SP-5 CIP/ug

EXECUTIVES CONFERENCE DECISION: The Executives Conference on June 10, 1957, with Messrs. Tolson, Nichols, Holloman, Rosen, Boardman, Belmont, Nease, Parsons, Mohr, Roy Moore and Tamm being present, recommended that this be held in abeyance until such a time as it is necessary as an economy measure

QT:dps

INDEXED-5

RECORDED-5

RECORDED-5

EX-127

66-2554-1258  
 76 JUN 12 1957

~~16 JUN 11 1957~~

THREE

62 JUN 19 1957

ORIGINAL COPY FILED



Mr. Tolson

June 10, 1957

The Executives Conference

BLUE SLIP RECEIPTS

Vouchers

The Executives Conference of June 4, 1957, consisting of Messrs. Tolson, Holloman, Tamm, Belmont, Don Moore, Nease, Parsons, Trotter, Rosen, Nichols and Mohr, considered the present procedure with respect to the handling of receipts attached to blue slips. It was pointed out to the Conference that when the question of the introduction of receipts of informants in evidence arose it was recommended and approved that rather than staple receipts to blue slips that they be placed in envelopes attached to the blue slips. The reason for this was that it was felt by some that the minute staple holes in the receipts might suggest to a defense attorney that the receipts were attached to other documents and might result in a defense attorney requesting such documents be introduced in evidence. There was also an additional reason why this procedure was adopted and that was on the basis that conceivably some judge might consider that the minute holes made by the stapler would be construed as mutilation of evidence. It was further pointed out that before the new procedure was adopted that some of the receipts had Acco fastener holes punched into them which resulted in parts of dates being eliminated. It was felt that this action might definitely be construed as mutilation of evidence.

It was pointed out to the Conference that as a result of the new procedure the use of the envelopes had increased the size of blue slip submissions by one-half and that it was creating an intolerable burden in connection with the filing of all these envelopes. It was pointed out that receipts are not documents originally obtained as evidence and that conceivably we can be subject to criticism by the General Accounting Office by placing these receipts in separate attached envelopes. The General Accounting Office in connection with its procedures does not require its receipts in ordinary cases to be placed in envelopes and they are stapled directly to vouchers and from time to time they are used in evidence without any question raised as to mutilation of the documents. The Conference was advised that we could staple the receipts to our blue slips and by leaving a margin of an inch or an inch and a half at the top of the blue slip we could avoid any punching of receipts by Acco fasteners in the future. It was felt

323013  
 ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 3/25/92 BY SP5/ce/kg

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

1 - Mr. Tamm  
 1 - Mr. Nease

JPM:eam

(5) 6 JUN 12 1957

MAIL ROOM

RECORDED - 1

INDEXED - 11

17 JUN 12 1957

66-2554-12585



**Executives Conference Memorandum**  
**Re: Blue Slip Receipts**

that by following this procedure that no one can criticize the Bureau for mutilation of documents, that the minute holes in the documents left by the stapling machine would have little or no significance to a defense attorney. It was pointed out that obviously any defense attorney would realize that there would be other supporting documents where an informant was paid out of Government funds and that payment would not be based entirely upon a receipt from an informant.

The Conference was unanimous in recommending that in the future receipts not be put in envelopes attached to blue slips but the receipts be stapled to the blue slips leaving one inch to one and one-half inches at the top to avoid contact with the Acco fastner punch.

OK  
H

The Director

June 11, 1957

The Executives Conference

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP5 CJD/deg

The Executives Conference of June 4, 1957, consisting of Messrs. Tolson, Holloman, Tamm, Belmont, Don Moore, Nease, Parsons, Trotter, Rosen, Nichols and Mohr, considered the Bureau's policy with respect to firearms and judo demonstrations.

It was pointed out to the Conference that the Immigration and Naturalization Service were severely criticized by the General Accounting Office and by the Congress for using Federal funds to send Immigration and Naturalization officers to regular competitive firearms meets. It was pointed out that the Bureau has not engaged in this activity and has a firm policy against sending Bureau employees at Government expense to any competitive firearms meet.

G.R.I.  
It was pointed out to the Conference that from time to time we have permitted qualified firearms instructors to give firearms demonstrations before Boy Scout groups, law enforcement conferences and other civic groups having some interest in law enforcement problems. We have also done this with respect to judo demonstrations.

general  
The minority of the Conference, consisting of Messrs. Belmont, Holloman and Nichols felt that the Bureau was completely justified in giving firearms and judo demonstrations before any type of law enforcement group and that we should continue doing so in the future.

The majority of the Conference, consisting of Messrs. Tolson, Trotter, Parsons, Nease, Moore, Rosen, Tamm and Mohr, recommended that in the future the Bureau adopt a policy of not approving firearms and judo demonstrations before any group where the demonstration can be considered as entertaining and not part of a regularly scheduled training program.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

1 - Mr. Tamm  
1 - Mr. Nease  
JPM:eam  
MAIL ROOM   
(5)

Respectfully,  
For the Conference

Clyde Tolson

RECORDED - 12 66-2554-12586

INDEXED - 12  
EX-131

12 JUN 12 1957

JUN 12 1957

MR. TOLSON

6/12/57

THE EXECUTIVES CONFERENCE

\* TRAINING SCHOOL ON PREPARATION OF BRIEFS \*

Executives Conference on 6/12/57, Messrs. Holloman, Boardman, Belmont, Mohr, Roy Moore, Nease, Parsons, Rosen, and Tamm being present, considered a proposal by the Training and Inspection Division that a two-hour training conference be held on how to prepare briefs.

It was proposed that each division designate an appropriate number of key men to attend the conference so that they may be prepared to provide guidance to various supervisors in their respective sections who may be called upon to prepare briefs. It is not believed practical nor necessary to have all Bureau supervisors attend the conference because many of them would never have use for the training.

PROPOSED PROGRAM:

- |   |        |
|---|--------|
| 1. PLANNING AND ORGANIZING BRIEFS       | 15 min |
| 2. PHYSICAL FORM OF BRIEF               | 15 min |
| 3. RESEARCH AND WRITING BODY OF BRIEF   | 30 min |
| 4. EXAMINATION AND STUDY OF GOOD BRIEFS | 15 min |
| 5. PRACTICAL WORK ON SAMPLE BRIEF       | 30 min |
| 6. SUGGESTION FORUM                     | 15 min |

Conference groups should be kept small -- limit to no more than 15 to 20 people -- in order that each person will have ample opportunity to participate fully in examination of sample briefs and discussions. A sufficient number of sessions will be held to accomodate all who are designated to attend, yet keeping attendance at any one session to a limited number.

The conference unanimously approved this proposal.

PROPOSED ACTION: If you approve, each division will be asked to notify Training and Inspection Division of the identity of persons they desire to have attend the conference. Training and Inspection Division will then set up a schedule and hold a conference.

cc - Messrs. Tamm  
Nease

cc - Messrs. Tamm  
Nease

51 JUN 13 1957  
66-2554

RECORDED - 74

INDEXED - 74

17 JUN 13 1957

66-2554-12587

32-3013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/15/92 BY SP5/afg

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

AK  
J  
66-2554-12587

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TROTTER *LTJ*

DATE: 5-24-57

- Tolson \_\_\_\_\_
- Boardman \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

FROM : E. S. Deiss *ES*

SUBJECT: EXAMINERS SENT TO PLANE CRASHES

*esa*  
During 1956 the following expenses were incurred in connection with the above activities:

<u>Transportation</u>	<u>Per Diem</u>	<u>Salary</u>	<u>Total</u>
\$541.20	\$288.00	\$816.00	\$1645.20

EXECUTIVE CONFERENCE 66-2554-

JUN 14 1957

ESD:mhm  
(3)

~~JUN 12 1957~~

*Exec Conf Memos  
6-5-57  
ESJ*

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP5 i/dcg

ORIGINAL FILED IN 66-1631-

67 JUN 20 1957

Mr. Tolson

June 5, 1957

The Executives Conference

ADVANCED LATENT FINGERPRINT SCHOOLS

Present at the Executives Conference on 6-4-57 were Messrs. Tolson, Mohr, Parsons, Nease, D. E. Moore, Belmont, Rosen, Tamm, Holloman, Nichols and Trotter. Trotter presented for consideration the question of whether we should discontinue affording advanced latent fingerprint training to specialized regional advanced latent fingerprint schools. By way of background, we have in most of the field offices a qualified Special Agent fingerprint police instructor who is available on a local basis to teach at local fingerprint schools. These field office police instructors handle fingerprint training at the beginner and intermediary instruction levels.

Periodically (approximately four or five times a year) we receive requests to hold an advanced latent fingerprint regional school for the benefit of the already trained local law enforcement fingerprint expert. Purpose of these advanced regional schools is to better equip the fingerprint man to qualify as an expert on latent fingerprint matters as well as to teach the advantages of latent fingerprint evidence and the methods whereby such evidence may be obtained. In addition, we utilize a portion of the time of such schools to further solicit cooperation of these identification officers in streamlining the over-all work of the Bureau's Identification Division. In view of the highly advanced nature of this instruction, it is handled only by personnel of the Identification Division consisting chiefly of the more experienced latent fingerprint experts in our Latent Fingerprint Section.

During the calendar year 1956, we expended a total of \$3,080.32 for transportation, per diem, salary and incidentals in connection with providing instructors for these advanced latent fingerprint schools. There is no question that these schools are of great value and they serve as an excellent means for not only

- 1 - Mr. Tamm
- 1 - Mr. Nease

RECORDED-87

INDEXED-87

EX-117

20 JUN 7 1957

CLT:VH

(6)

JUN 18 1957

525013  
 ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 3/5/92 BY SP5C/ky

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Memorandum for Mr. Tolson

June 5, 1957

benefiting the police department fingerprint expert but we manage to get across our message to them which in the long run benefits us considerably.

The Conference was of the unanimous opinion that we should continue to provide instructors for these advanced latent fingerprint schools.

OK  
12.

Mr. Tolson

June 5, 1957

The Executives Conference

*hm* \* MISSING PERSON PROGRAM

Present at the Executives Conference on 6-4-57 were Messrs. Tolson, Mohr, Parsons, Nease, D. E. Moore, Belmont, Rosen, Tamm, Holloman, Nichols and Trotter. As a possible economy measure, Trotter presented for consideration a proposal to discontinue the missing person program.

Since 1933, we have made searches of our fingerprint files and established missing person notices for law enforcement agencies and relatives of missing individuals. To date, 22,562 notices have been placed in file and 17,981 have been canceled, leaving a total of 4,581 active notices on file. During the calendar year 1956, 1,230 notices were posted and 1,101 were canceled. A steady increase in this type of work has been apparent in recent years.

On our Missing Persons Desk we handle an average of approximately 375 letters per month. We require the part-time services of one fingerprint examiner, one fingerprint clerk, two correspondence clerks and two other clerical employees. Annual cost for these employees' salaries approximates \$13,000.

Conference was unanimously of opinion we should continue as is with missing person program. We do a lot of good in this field and the benefits inuring to the Bureau in the way of appreciation and friendly relations more than offset the cost involved.

- 1 - Mr. Tamm
- 1 - Mr. Nease

CLT:VH  
(6)

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP-5 *u/dep*  
EX 105

*66-2554-12589*  
*79-1-1170*

RECORDED-29  
INDEXED *z.b.*

20 JUN 7 1957

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

JUN 18 1957



Mr. Tolson

June 14, 1957

The Executives Conference

\*ECONOMY MEASURES - \*FIREARMS TRAINING

The Executives Conference on 6/12/57, Messrs. Holloman, Boardman, Nichols, Belmont, Mohr, R. K. Moore, Nease, Parsons, Rosen and Tamm present, considered proposals by the Training and Inspection Division that:

(a) Bureau discontinue the required 4 times per year practice run on the Practical Pistol Course, that is, fire the record run only, 4 times per year;

(b) the required shotgun training, consisting of 10 shots at bobber targets twice a year and 25 shots on the Skeet Course twice a year, be reduced to 10 shots fired at bobber targets 4 times a year.

Training and Inspection Division computed savings in ammunition costs at \$60,000 or more per year, if practice runs on Practical Pistol Course discontinued, and \$12,000 or more per year if Skeet Course eliminated. (An additional suggestion concerning the reduction of training with the machine gun handled by separate memorandum, - Executives Conference memo of 6/10/57.)

The Conference unanimously recommends no change in present training requirement in the Practical Pistol Course and shotgun courses.

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP5 cjp/leg

OK  
K.

40

XATH:wimj  
(5) way

cc - Mr. Tamm  
Mr. Nease

66-2554-12590

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

10 JUN 17 1957

RECORDED-92

INDEXED-92

67 JUN 18 1957

Mr. Tolson

May 16, 1957

The Executives Conference

**HAND TOOLS FOR MAKING MINOR  
CORRECTIONS IN PUNCTUATION IN  
CERTAIN OUTGOING CORRESPONDENCE  
SUGGESTION 291-57 MADE BY**

SA [redacted] ON 5/13/57

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP5C/dcf

Executives Conference considered captioned matter, 5/13/57. Following officials were present: Messrs. Tolson, Nichols, Holloman, Hargett, Belmont, Nease, Parsons, Tamm, Trotter, Mohr.

SA [redacted] suggested that certain hand tools be made up which, with a stamping pad, could be used for inserting punctuation marks in correspondence to avoid having to disassemble multipage documents for sole purpose of inserting such marks with typewriter. [redacted] had made up a set of three tools, each having two punctuation marks. Marks include comma and period, semicolon, and colon, double quotes and single quote. Tools can be made by our typewriter repair shop at cost of 20¢ each.

[redacted] suggestion had been tried experimentally on a limited basis. The persons who had used the tools advised [redacted] that they were satisfied with the results and that the use of the tools definitely saved time when the only corrections needed were the insertion of omitted punctuation marks.

Executives Conference unanimously approved 90-day trial for this suggestion.

**RECOMMENDATIONS:** 1. That typewriter repair shop (Administrative Division) prepare 6 sets of the proposed tools.

2. The Training and Inspection Division distribute tools to SOG Divisions for use on 90-day trial basis. (Domestic Intelligence Division already has original tools prepared by Stewart.)

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

NAW:boc  
(5)

RECORDED - 76

17 JUN 18 1957

INDEXED - 7A

1 - Mr. Tamm  
1 - Mr. Nease

67 JUN 19 1957

EX-127

66-2554-12591  
[Handwritten signature]

b6  
b7c

b6  
b7c

**Executives Conference Memorandum**  
**Re: Hand Tools for making minor**  
**corrections in punctuation in**  
**certain outgoing correspondence**

3. That Training and Inspection Division obtain observations and recommendations of the various divisions at the end of 90 days, report results, and make further recommendations. (No further action necessary at this time relative to SA  as he has been thanked for his suggestion.)

b6  
b7C

COPY  
Jaw

OFFICE MEMORANDUM \* UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 6/3/57

FROM : Q. Tamm

58919

SUBJECT: NEED FOR ECONOMY  
INVESTIGATIVE DELINQUENCIES -  
MONTHLY ADMINISTRATIVE REPORTS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY [signature]

Each field office is required to report every month with the Monthly Administrative Report: (1) title and Bureau file number, if known, of each delinquent case where no substantial investigative activity during previous month; (2) reason why no investigative activity was conducted; (3) precise steps contemplated to bring case into current status. (Manual of Rules and Regulations - Section III - E - 8 - e.)

During the inspection of Cincinnati Office (completed 12/15/56), it was noted that a list of cases, which would become delinquent as of 12/31/56, was prepared 12/13/56. The list was subdivided by Agents to whom cases were assigned and sent to Agents, so they should be able, at end of month, to advise if cases would be delinquent and reason therefor. If no substantial investigation had been conducted during the month, that fact is indicated so appropriate listing can be made in connection with the preparation of Monthly Administrative Report. Preparation of the list required 8 hours' clerical time.

The Washington Field Office lists are prepared about the 25th of the month, subdivided by squads rather than Agents as in Cincinnati. The squad breakdown is used as all Agents are available at Headquarters City. Four hours' clerical time is required to prepare lists in Washington Field Office.

Investigative and Domestic Intelligence Divisions have advised that after careful consideration of the present requirement to submit the special listings of delinquent cases it was concluded that the special listings are of no particular value in supervision of cases at the Seat of Government. Administrative Division advises that the special listings are of no particular interest to that division other than in preparing briefs for the use of the Director when SACs are at the Seat of Government for conference, In-Service, or otherwise.

RECOMMENDATION:

It is recommended this requirement be discontinued.

cc: 1-Mr. Belmont  
cc: 1-Mr. Mohr  
cc: 1-Mr. Rosen  
HBF:ekd

RECORDED - 9

INDEXED - 9

(Addendum page two)

66-2554-12892  
RECORDED  
126 JUN 19 1957

(6) JUN 24 1957

EXECUTIVES CONFERENCE

ORIGINAL FILED IN 675

Memorandum for Mr. Tolson  
Re: NEED FOR ECONOMY

58920

ADDENDUM: HBF:ekd 6/13/57

The <sup>o</sup>Executives Conference on 6/12/57, consisting of Messrs. Holloman, Boardman, Belmont, Mohr, Nease, R. K. Moore, Parsons, Nichols, Rosen, and Tamm, unanimously recommended no change.

MR. TOLSON

6/12/57

EXECUTIVES CONFERENCE

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP5C/BJ

NIGHT SHIFTS - DOMESTIC INTELLIGENCE DIVISION

The Executives Conference on 6/12/57, Messrs. Nichols, Boardman, Holloman, Rosen, Belmont, Nease, Parsons, Roy Moore, Mohr and Tamm being present, considered the matter of night shifts in the Domestic Intelligence Division. *I think the 12:30 P.M. to 9 P.M. steno could be eliminated.* *Yes H.*

The Domestic Intelligence Division has two night shifts that involve payment of night differential. One steno works from 12:30 PM to 9:00 PM and another steno (male) works the shift from 3:30 PM to 12:00 midnight. In addition, one steno is regularly assigned to duty on holidays from 9 AM to 5:30 PM.

A survey disclosed that both of these night shift employees' services are utilized full time. Their work includes the taking of dictation, the greater percentage of which is expedite, handling phone calls, correcting or retyping expedite work that must go out, stamping in and screening incoming mail, and otherwise assisting the Assistant Director, two Inspectors, the Number One Man and Night Supervisor in handling the urgent matters presented between 5:30 PM and midnight. The duties of the holiday steno generally are of the same nature. *I think this could be handled by some one on call.* *Yes H.*

The night differential and holiday costs for these employees amount to \$611.08 per year.

Mr. Belmont recommended, and the Training & Inspection Division agreed, that the services of these employees are needed to properly and expeditiously handle the work of the Domestic Intelligence Division. The Executives Conference approved. *RECORDED - 12 66-2554 12593*

*I recommend an "on the spot" resurvey by Tamm or Whelan. I don't H.*

- WMW:HD
- Tolson \_\_\_\_\_
- Nichols (5) \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont CC - Mr. Nease
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

81 JUN 20 1957

6-18

FEDERAL BUREAU OF INVESTIGATION  
RECORDS BRANCH

6/19, 1957

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Mr. Tolson   | <input type="checkbox"/> Mr. Waikart                        |
| <input type="checkbox"/> Mr. Nichols  | <input type="checkbox"/> Mr. Eames                          |
| <input type="checkbox"/> Mr. Boardman | <input type="checkbox"/> Mr. Brown                          |
| <input type="checkbox"/> Mr. Belmont  | <input type="checkbox"/> Mr. Linton                         |
| <input type="checkbox"/> Mr. Mohr     | <input type="checkbox"/> Mr. Marshall                       |
| <input type="checkbox"/> Mr. Parsons  | <input type="checkbox"/> Mr. Medler                         |
| <input type="checkbox"/> Mr. Rosen    |   |
| <input type="checkbox"/> Mr. Tamm     | <input type="checkbox"/> Mrs. <input type="checkbox"/> 7105 |
| <input type="checkbox"/> Mr. Trotter  | <input type="checkbox"/> Miss <input type="checkbox"/> 7204 |
| <input type="checkbox"/> Mr. Holloman | <input type="checkbox"/> Miss Gibson, 7206                  |
| <input type="checkbox"/> Mr. Nease    | <input type="checkbox"/> Mrs. Milikin, 7103                 |
| <input type="checkbox"/> Mr. McGuire  | <input type="checkbox"/> Mrs. Rundle, 7264                  |
| <input type="checkbox"/> Miss Gandy   | <input type="checkbox"/> Miss Walden, 7231                  |

b6  
b7c

- |   |  |
|---|--|
| <input type="checkbox"/> Mr. Edwards, H.L.            | <input type="checkbox"/> Mr. <input type="checkbox"/>  |
| <input type="checkbox"/> Mr. Jones, M.A.              | <input type="checkbox"/> Miss <input type="checkbox"/> |
| <input type="checkbox"/> Mr. <input type="checkbox"/> | <input type="checkbox"/> Mr. Cleaver                   |
| <input type="checkbox"/> Mr. Renneberger              | <input type="checkbox"/> Mrs. Collins                  |
| <input type="checkbox"/> Mr. <input type="checkbox"/> | <input type="checkbox"/> Mrs. <input type="checkbox"/> |

M \_\_\_\_\_  
Rm. \_\_\_\_\_

RECORDS BRANCH  
IDENT BUILDING

- |  |  |
|--|--|
| <input type="checkbox"/> Mr. Short                     | <input type="checkbox"/> Mr. <input type="checkbox"/>  |
| <input type="checkbox"/> Mr. Brady                     | <input type="checkbox"/> Miss <input type="checkbox"/> |
| <input type="checkbox"/> Mr. Freund                    | <input type="checkbox"/> Miss <input type="checkbox"/> |
| <input type="checkbox"/> Mr. Stultz                    | <input type="checkbox"/> Mrs. <input type="checkbox"/> |
| <input type="checkbox"/> Miss <input type="checkbox"/> | <input type="checkbox"/> Miss Wolfe                    |
| <input type="checkbox"/> Mrs. King                     |  |

- Miss   
 Mr. Lawrence  
 Mrs. McGrath

- Send File  
 Per Conversation  
 For your info.  
 For appropriate action

- See Me  
 Note & Return  
 Phone Me

323,013  
 ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 3/5/92 BY SP5 ci/deg

O. G. Medler  
Room 7266



MR. TOLSON

6/12/57

EXECUTIVES CONFERENCE

323, 01.3  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP-5 C/dcy

The Executives Conference on 6/12/57, consisting of Messrs. J. P. Mohr, Roy K. Moore, Parsons, Boardman, Rosen, Tamm, Holloman, Belmont, Nichols and Nease, considered certain questions propounded by the SAC, Memphis concerning the recording of long distance telephone calls. First, the SAC wanted to know if separate memoranda had to be prepared on every call chargeable to the office, including those made by resident agents, pointing out that in many instances the resident agents call United States Attorneys. Secondly, he pointed out that, particularly in Interstate Transportation of Motor Vehicle cases urgent teletypes were received requiring a telephone call to various localities in the territory to immediately determine the ownership and stolen status of certain automobiles and that in the past a notation has simply been made on the teletype itself that the call had been made. He felt that if individual memoranda were required in each such instance there would be a considerable increase in stenographic and typing work.

The Conference was unanimously of the opinion that the spirit of SAC Letter 57-33 (B), dated June 4, 1957, would be carried out if such notations were made by persons making the telephone calls, including resident agents, to insure that the SAC was aware of the nature and purpose of the call and was in a position to determine the necessity for it. Such notations might be placed on incoming teletypes, as referred to above, or particularly in instances where contact was had with United States Attorneys for the purpose of securing an opinion. The opinion would necessarily have to be quoted in a memorandum or report under present requirements. It was further pointed out that the field utilizes Form FD-296, which is a log of toll calls, and on which they must record each call made, including the file number and that the proper notation could be placed on this log in those instances where resident agents are simply calling to make appointments with individuals in nearby towns, thus insuring that the individual will be available for interview before the agent performs unnecessary travel. Attached hereto is a proposed reply to SAC, Memphis' letter of June 7, 1957.

cc-Messrs. Tamm  
J. P. Mohr  
G. A. Nease

GAN:DMG  
(6) JUN 20 1957  
Enclosure

INDEXED - 83

RECORDED - 83

JUN 20 1957

66-2554-12594  
21

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Mr. Tolson

June 11, 1957

The Executives Conference

HATCH ACT RESTRICTIONS  
IN POLITICAL ACTIVITIES

323,923  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP-50/dag

The Executives Conference of June 4, 1957, consisting of Messrs. Tolson, Holloman, Tamm, Belmont, Don Moore, Nease, Parsons, Trotter, Rosen, Nichols and Mohr; considered the provisions in the various manuals with respect to prohibiting political activity on the part of Bureau employees. It was pointed out to the Conference that the Special Agents' Handbook in prohibiting political activity states as follows: "A Special Agent shall not \* \* \* engage in any form of political activity except the right to vote; \* \* \*" The Manual of Rules and Regulations provides with respect to political activities of FBI employees as follows: "Employees may vote at all elections in which they may qualify, but should not otherwise engage in political activity." The Handbook for FBI Employees provides: "Bureau employees are prohibited by law from engaging in any form of political activities except the right to vote. No advertisements supporting any candidates for public office or for any unauthorized position can be placed on official cars or Government property."

The Conference was advised that the Department of Justice Employees' Handbook contains the following:

"As a civil servant your partisan political activity is greatly restricted. You may vote, discuss politics, participate in civic organizations for better Government and be a member of a political organization, but you **CAN-NOT TAKE AN ACTIVE PART IN POLITICAL MANAGEMENT OR POLITICAL CAMPAIGNS.** You are not allowed to use your influence to interfere with an election or affect its results. Thus, though you may express your opinions freely on all political candidates and subjects, you may not actively attempt to influence others in a partisan manner."

"If you have questions about specific prohibitions against certain **RECORDED** activity, ask your supervisor what is permitted. You will be within the spirit of the law, however, if you avoid making a partisan display of any kind while

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

1 - Mr. Tamm  
1 - Mr. Nease

JPM:cm JUN 21 1957  
(5) MAIL ROOM

INDEXED  
EX-117

66-2554-12595

Recs. Files

**Executives Conference Memorandum**  
**Re: Hatch Act Restrictions in Political Activities**

on duty conducting the public business. (See the Civil Service Commission Pamphlet No. 20 for further details of Hatch Act.)"

It was pointed out to the Conference that the language used by the Bureau was extremely restrictive and as a matter of fact the Handbook for FBI Employees contains a misstatement when it says that Bureau employees are prohibited "by law" from engaging in any political activity except the right to vote.

The Conference was unanimous in recommending that all the manuals be changed to set forth the statement now contained in the Handbook for FBI Employees eliminating the phrase "by law." With this change the Handbook and the manuals will hereafter contain the following statement as the Bureau's policy with respect to political activities:

"Bureau employees are prohibited from engaging in any form of political activities except the right to vote. No advertisements supporting any candidates for public office or for any unauthorized position can be placed on official cars or Government property."

OTK  
H.

The Director

June 19, 1957

The Executives Conference

*Suggestion # 774-57*

The Executives Conference of June 19, 1957, consisting of Messrs. Nichols, Holloman, Tamm, Sizoo, Clayton, Parsons, Moore, and Callahan, considered the suggestion that the Bureau at this time consider and approve the elimination of the Director's letter to both Agent and clerical employees in cases of routine promotions; i.e., advising them of their being promoted from Grade GS-2 to Grade GS-3, and so forth, in the case of clerical employees and from Grade GS-10 to Grade GS-11, and so forth, so far as Agents are concerned.

By routine it is meant those promotions which constitute the bulk of promotions from one grade to a higher grade as distinguished from accelerated or commendation types of promotions, where the grade promotions are based on some above-average performance of the employees who are advised in the form of a blue note paper letter from the Director. These average no more than twelve or so a year as contrasted with approximately 4500 of the routine-type which it is proposed be eliminated.

If the letters from the Director are eliminated, the employees would receive notification of the promotion by being furnished the employee copy of the fanfold (Standard Form 50), which every Government agency is required to use as the journal action in processing promotions. The Bureau presently uses this form; however, the employee copy at the present time is not forwarded to the employee immediately but is retained until the action of placing the promotion after it is effective and the employee's pay has been consummated. There would be no reason why the employee copy could not be immediately distributed to the employee so that he receives prompt advice of the promotion granted.

The Hoover Commission estimates that it costs the Government at least one dollar for each letter it prepares, and on this basis an apparent savings of approximately \$4500 would result. There may be even a greater savings when considering the centralized system of routing, reviewing and approving that is utilized by the Bureau. In addition, it would eliminate work in the Records Section which means filing the yellow copy of each letter

cc: Mr. Tamm

Mr. Nease

NEC:Cam  
(5)

RECORDED - 7866-2554-12596  
INDEXED - 78

17 JUN 21 1957

*[Handwritten signature]*

MAIL ROOM

3303  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/6/82 BY SP3/SL/ky

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

in the employee's personnel file as well as the file copy of the fanfold - Standard Form 50.

A similar suggestion was considered by the Executives Conference on September 17, 1952. The Conference unanimously recommended that we discontinue sending such individual letters on promotions; however, this was turned down and the suggestion not adopted. At that time the fanfolds were being perforated with Mr. Andretta's name thereon; however, at the present time with the delegations of authority on personnel matters which have been obtained by the Director, these fanfolds are now perforated with the Director's name.

There is no question that the promotion letters are desirable; however, representatives of the Civil Service Commission in the past have evidenced some surprise that we use the additional device of a personal letter to notify an employee of a promotion and the majority of the Government agencies merely use the employee copy of the fanfold in notifying employees of promotions. With the stepped-up emphasis throughout the Government on paper-work management and economy in general, it was felt consideration of this suggestion at this time was propitious.

Messrs. Nichols, Holloman, Parsons and Moore were opposed to the elimination of this procedure inasmuch as they felt the receiving of a communication with the Director's signature affixed thereto contributed to better morale and gave the employee something to exhibit with the Director's name signed thereto and gave it a more personal touch.

Messrs. Tamm, Sizoo, Clayton and Callahan recommended the adoption of this suggestion inasmuch as it would produce a savings of approximately two employees in the Administrative Division, plus incidental savings in filing and other processes.

Respectfully,  
For the Conference

Clyde Tolson

*I place this file H.*

Mr. Tolson

June 10, 1957

The Executives Conference

ECONOMY MEASURES

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP5 ci/deg

The Executives Conference of June 4, 1957, consisting of Messrs. Tolson, Holloman, Tamm, Belmont, Don Moore, Nease, Parsons, Trotter, Rosen, Nichols and Mohr, considered three economy measures made by Mr. Nichols.

The first one dealt with curtailing of automobile maintenance within the realm of good judgment and the cutting down on the number of car washings. It was pointed out to the Conference that automotive maintenance is carefully scrutinized at the present time and automotive maintenance is limited to keeping our cars in good safe operating condition. Anything less than that would be absolutely undesirable. With respect to the number of car washings, it was pointed out that the field has previously been informed that car washings should be kept to an absolute minimum. A check of some representative offices reflected that car washings were being done on a very modest basis.

~~Mr. Nichols suggested that consideration be given as to how we might save on garage storage by permitting Resident Agents, if they have a place, to park a Bureau car at their home. Mr. Nichols pointed out that this was an undesirable practice but would present a possibility of saving money. The Conference unanimously agreed that this was a most undesirable practice and the Administrative Division should continue its steps to see that all Bureau cars in Resident Agencies are maintained in commercial or private storage not owned by the Resident Agents.~~

Mr. Nichols suggested that when a Special Agent in Charge or Assistant Special Agent in Charge or a Resident Agent is out of town and returns late at night if he has the facilities he be permitted to drive a Bureau car to his home, which would save taxi fare. It was pointed out that Title 5, Section 78, Paragraph C, Subparagraph 2, United States Code, Annotated, prohibits Federal employees using Government-owned vehicles "for transportation between their domiciles and places of employment."

The Conference was unanimous in recommending no further action on the three suggestions made by Mr. Nichols at this time.

- 1 - Mr. Tamm
- 1 - Mr. Nease

RECORDED - 86

JUN 24 1957

JPM:eam  
5 (6) JUN 26 1957

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_



Mr. Tolson

June 19, 1957

The Executives Conference

AIRMAIL POSTAGE  
IDENTIFICATION DIVISION

Present at the Executives Conference on 6-17-57 were Messrs. Boardman, Parsons, Clayton, Nichols, Fletcher, Holloman, Sizoo, Whelan, Rosen, Callahan and Trotter. Trotter presented for Conference consideration the policies of the Identification Division in forwarding replies to fingerprint cards by airmail.

At this time the Identification Division furnishes airmail postage in reply to fingerprint cards received in the following categories:

1. If we receive a fingerprint card by airmail, regardless of source, we reply by airmail.
2. Mail to foreign countries and territorial possessions is sent airmail.
3. Replies to fingerprint cards received from law enforcement agencies west of the Mississippi River and in the State of Florida are sent airmail unless the charge is given as "drunk" or the final disposition of the case is shown on the fingerprint card -- i. e., imprisonment for a specified term.

Airmail postage costs during a calendar year will approximate \$16,500. Category #3 above (replies west of the Mississippi and to Florida) accounts for about \$15,000 annually of this amount.

- 1 - Mr. Tamm
- 1 - Mr. Nease

CLT:VH

51 JUN 25 1957

INDEXED  
RECORDED

EX-117

66-2334-12598  
20 JUN 24 1957

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP5 a/fy

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_



Memorandum for Mr. Tolson

Trotter pointed out to the Conference that it takes 3 1/2 to 4 days for regular mail to reach West Coast destinations whereas airmail requires but 13 hours. Similarly, regular mail to Florida requires 20 to 28 hours of transit time whereas airmail requires but 8 hours. It requires an average of about 48 hours in the Identification Division to process the normal type of fingerprint card.

Trotter advised the Conference that we have received considerable praise for the expeditious manner in which our replies are received back by the various fingerprint contributors. In California, for instance, we are able to get our reply back to the individual law enforcement contributor anywhere from 3 to 5 days ahead of the time that the California State Bureau at Sacramento is able to process and reply to its fingerprint cards received from the same contributors. Because of this we have been able to build up considerable prestige for the Bureau. Additionally, if we were to change our present blanket policy for areas west of the Mississippi and not Florida and require "Airmail Reply Requested" as a stamp on any incoming fingerprint card before we would reply by airmail, undoubtedly the majority of these contributors would acquire such a stamp. This would mean more work for them in stamping the prints and more work for us in our processing of prints to spot these cases and pull them out of the regular production line for special handling. In the long run, therefore, it is seriously doubted that we would save anything since the additional handling required would offset any cash savings that might accrue. Trotter recommended that we continue with our current policies on airmail postage.

The Conference was of the unanimous opinion that there should be no change in the Bureau's policy of replying to fingerprint cards by airmail.

OTC  
H.

The Director

6/20/57

The Executives Conference

NEED FOR ECONOMY  
SPEECH PROGRAM

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP-5 C/deg

The Executives Conference on 6/12/57, consisting of Messrs. Holloman, Boardman, Belmont, Nichols, Mohr, R. K. Moore, Nease, Parsons, Rosen, and Tamm, considered the following suggestion made by H. B. Fletcher.

With reference to economy, it was suggested that no travel be performed by an SAC or ASAC outside of Headquarters City for the purpose of handling a speaking engagement unless it could be tied in to administrative activities, such as the inspection of a Resident Agency. It was suggested that Resident Agents be used freely in the handling of speaking engagements. It was further suggested that since many speaking engagements involve a per diem charge, since they take place after 6:00 p. m. in the evening and involve travel outside of Headquarters or Resident Agency Headquarters, such engagements, which involve a per diem charge, not be accepted unless there was a clear, unmistakable advantage to the Bureau.

During the first 5 months of 1957, speeches in the field totaled 3,011. SACs made 1,195; ASACs made 714; Seat of Government personnel went out and made 38; 1,064 were made by field supervisors, Resident Agents and other field Agents specifically approved as speakers. This seems to be in keeping with the present policy that SAC should carry most of the burden with ASAC assisting.

In early 1955, there were about 800 approved Bureau speakers, excluding SACs and ASACs. During the year 1954, 784 of these men actually handled speaking engagements. Today, we have 109 approved Bureau speakers, excluding SACs and ASACs, of which a total of 87 are Resident Agents and 22 are field supervisors. An additional 233 Agents are approved for giving "career day" speeches only. During the first 5 months of 1957, 334 such speeches were given.

Due to the limited number of approved speakers at this time, it is not possible to handle invitations throughout many of the field

cc: 1-Mr. Nichols

cc: 1-Mr. Tamm

cc: 1-Mr. Nease

HBF:ekd 25 1957

(6)

RECORDED

106-2554-12599

EX-117

13 JUN 24 1957

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mason \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Executives Conference Memorandum  
Re: **NEED FOR ECONOMY  
SPEECH PROGRAM**

divisions without considerable travel and per diem costs. For example, at Miami, the SAC, ASAC, and one supervisor are approved and Resident Agents at Tampa and Jacksonville, Florida, are also approved. The Resident Agents at Fort Lauderdale, West Palm Beach, Sarasota, Lakeland, St. Petersburg, Orlando, Daytona Beach, and St. Augustine are not approved.

In the Portland Office, no Agents other than the SAC and ASAC are approved. There are Resident Agents at Medford, Coos Bay, Eugene, Salem, The Dalles, Pendleton, and Ontario.

At Omaha, the SAC, ASAC, and one supervisor are approved and also Resident Agents at Scottsbluff, Nebraska, and Des Moines and Davenport, Iowa. There are no approved speakers at Resident Agencies at North Platt, Grand Island, or Lincoln, Nebraska, and Sioux City, Fort Dodge, Mason City, Waterloo, Dubuque, Cedar Rapids, Ottumwa, and Burlington, Iowa. No Agents whatever in South Carolina, New Mexico, and Vermont are approved Bureau speakers. There is no office having an approved Bureau speaker in every Resident Agency.

With the exception of Mr. Mohr, all present were in favor of the suggestion and specifically recommended that additional Resident Agents be qualified to handle speaking engagements so they could be freely used in the handling of speaking engagement invitations in the interests of avoiding travel and per diem costs. Mr. Mohr favored continuing the present policy that the SACs should carry most of the burden, with the ASACs assisting, in the handling of speaking engagement invitations.

*I agree with Mohr. Previously we opened up the floodgates and had agents making speeches who were not qualified to properly represent the Bureau*

Respectfully,  
For the Conference

Clyde Tolson

78

- 2 -

*I certainly shall  
this view. On view of  
present public tax -  
moil it is all the more  
important to maintain  
strict & tight controls.*

THE DIRECTOR

June 20, 1957

THE EXECUTIVES CONFERENCE

SURVEY OF NIGHT SHIFTS  
INVESTIGATIVE DIVISION

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-5-92 BY SP-5 C/peg

ODD SHIFTS

The Executives Conference on June 19, 1957, with Messrs. Tolson, Nichols, Holloman, Sizoo, Parsons, Clayton, Roy Moore, Callahan, and Tamm being present, considered a survey of the night shifts, odd-hour shifts or other assignments of the Investigative Division involving night differential or holiday pay.

The Conference was advised that in the Investigative Division the following shifts exist involving the payment of night differential or holiday pay.

(1) Night Shift -- 12:30 P. M. to 9:00 P. M.

One stenographer assigned to this shift on rotating basis Monday through Friday. Employee works in own section until 5:30 P. M. when she reports to Mr. Rosen's front office. She is utilized in taking expedite dictation requiring immediate transcription, handling telephone calls, and other miscellaneous duties.

(2) Night Shift -- 3:30 P. M. to 12 Midnight

One male stenographer regularly assigned to this shift. Handles expedite dictation, processes mail, answers the telephone and other miscellaneous duties.

(3) Midnight Shift -- 12 Midnight to 8:00 A. M.

One male stenographer permanently assigned to this shift. Is the only stenographer on duty in the Bureau during these hours; handles expedite dictation in the Investigative Division and some dictation from other divisions; in addition, answers the telephone, processes some mail and handles newspaper clippings.

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman 1 - Mr. Rosen  
Belmont \_\_\_\_\_  
Mohr 1 - Mr. Nease  
Parsons 1 - Mr. Tamm  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease GT:dps  
Tele. Room (5)  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

INDEXED-86 66-2554-12600

RECORDED - 86 JUN 24 1957

51 JUN 25 1957

Executives Conference Memorandum  
Re: Survey of Night Shifts  
Investigative Division

(4) Holiday Shift -- 9:00 A. M. to 5:30 P. M.

One stenographer regularly assigned on rotating basis to take dictation requiring expedite attention.

It should be noted that in the Investigative Division on a regularly assigned basis there is a night supervisor as well as a midnight supervisor. This assignment of Agent personnel does not involve the payment of night differential or, when so assigned, holiday pay.

The total annual night differential pay for the stenographers assigned to the Investigative Division is \$632. 23.

Messrs. Holloman, Sizoo, Clayton, Parsons, Roy Moore, Callahan, Tamm and Tolson recommend the elimination of the night shift stenographer 12:30 P. M. to 9:00 P. M. (designated #1 above); the midnight shift stenographer 12 Midnight to 8:00 A. M. (designated #3 above) and the holiday shift stenographer (designated #4 above) feeling that while such assignments are desirable they are not absolutely necessary and the elimination of them will result in a saving of \$358. 58 with regard to night differential and \$131. 12 in holiday pay. They further recommend that the night shift stenographer 3:30 P. M. to 12 Midnight (designated #2 above) be retained for a 90-day trial period. *and then have a check made to see just what need there is to continue this employee* ✓

Mr. Nichols feels that the night shifts in the Investigative Division should continue as is at the present time feeling that these stenographers are necessary for the handling of expedite material.

Appropriate instructions will be issued based upon your decision.

Respectfully,  
For the Conference

✓  
Clyde Tolson

Concur  
H.

MR. TOLSON

June 17, 1957

~~EXECUTIVES CONFERENCE~~

~~SECRET~~

~~ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE~~

~~PREPARATION AND MAINTENANCE OF PHYSICAL  
SURVEILLANCE NOTES AND LOGS~~

On 6/17/57 the Executive Conference consisting of Messrs. Nichols, Parsons, Rosen, Trotter, Holloman, Sizoo, Boardman, Whelan, Callahan, Clayton, and Fletcher considered the problem of the preparation and maintenance of physical surveillance logs and notes. In view of recent Supreme Court decision, Conference unanimously recommended following changes: That separate log be submitted by each Agent on surveillance based only on his personal observations; that these logs be Agent's original recorded notes whenever possible, and that consolidated logs reflecting results of entire day's surveillance be prepared in security-type cases (optional in criminal cases).

PRESENT PROCEDURES:

Surveillances require preparation of notes by surveilling Agents concurrent with their observations of events. The nature and purpose of surveillance and physical circumstances involved determine nature of notes or logs made by participating Agents. In case of a moving surveillance, Agents generally make only brief notes which are used at first opportunity to prepare comprehensive log, setting out results of entire surveillance. Agents operating in fixed plants usually prepare surveillance log concurrent with their observations and separate notes not prepared.

There are no specific instructions with respect to maintenance of surveillance notes except those relating to the Intensification Program, mentioned hereinafter. The Manual of Rules and Regulations states, however, that notes made during investigation, if of value, to refresh the recollection of an Agent in court may be retained. This, of course, includes surveillance notes.

In connection with surveillances conducted under IMPRO,\* instructions were issued in SAC Letter #57-15 on 3/12/57, to maintain notes made on surveillances, in addition to the surveillance log prepared, in those few instances where an apparent espionage meet or

- Tolson
- Nichols
- Boardman
- Belmont
- Mason
- Mohr
- Parsons
- Rosen
- Tamm
- Nease
- Winterrowd
- Tele. Room
- Holloman
- Gandy

cc - 1 - Training and Inspection Division  
 cc - 1 - Mr. Nease  
 cc - 1 - Investigative Division  
 cc - 1 - Domestic Intelligence Division

\*Intensification Program - Surveillance of Russian and Satellite officials

DECLASSIFIED BY: [Signature]  
 2303 31 3/72

INDEXED - 1  
RECORDED

66-2354-12601

16 JUN 25 1957

JUN 26 1957

~~SECRET~~



Executives Conference Memorandum  
Re: PREPARATION AND MAINTENANCE OF PHYSICAL  
SURVEILLANCE NOTES AND LOGS

~~SECRET~~

contact is observed and where a likelihood of future prosecutive action is present. These instructions were issued since it was felt that the introduction of an Agent's notes might prevent the introduction of a surveillance log containing extraneous data. X

Surveillance logs may reflect observations of a number of Agents assigned to the same surveillance. It is prepared by the Agent who is in charge of surveillance and signed by all participating Agents. Each Agent initials each entry which records his personal observations.

Surveillance logs serve several useful purposes. They are used as a supervisory tool to insure proper coverage of a subject is being made and as a check on the activities of participating Agents. They are also used to prepare reports into which is incorporated only pertinent portions of the logs. They are also used to channel information to Agents handling different cases to enable them to co-ordinate information developed, which may relate to several matters under investigation. Logs are of great value in substantiating or corroborating information developed at a later date, since information subsequently developed may indicate the pertinence of data in the log not recognizable as being pertinent at the time the first report was prepared. Logs are prepared in a standard form which will permit their introduction in evidence as an early written record of the Agents' observations.

In a memorandum received 6/13/57 prepared for the Attorney General by W. Wilson White, Assistant Attorney General, Office of Legal Counsel, White stated surveillance logs "must be produced if the Agent testifies to the surveillance." White also points out that the "first recording made by the Agent... is the best evidence..."

It is noted that under present procedures an Agent may retain notes of his individual observations if they are of possible evidentiary value. If they are not of such value, they are destroyed after the results of his observations are recorded on a surveillance log along with the observations of other Agents on the same surveillance.

The logs presently used, often identify Agents who, although participants in the surveillance, did not observe any pertinent incidents. For instance, one log might identify as many as four or

~~SECRET~~



Executives Conference Memorandum

Re: PREPARATION AND MAINTENANCE OF PHYSICAL SURVEILLANCE NOTES AND LOGS

~~SECRET~~

more Agents who were on a particular surveillance and one incident observed by only one Agent might be the only pertinent activity recorded on the entire log. The pertinency of this incident may not become apparent until the investigation has been developed further. Should this Agent have to use this log in testifying, the identities of the other three or more Agents would be disclosed and subject them to subpoena by the defense although they had no pertinent testimony to give. This could result in a waste of investigative manpower.

In addition, extraneous material is sometimes contained in surveillance logs which might relate to or embarrass persons not involved in criminal prosecutions. For example, communist - bloc officials frequently are in contact with well-known individuals, Congressman, newspapermen, et cetera. Since the significance of these contacts may not be known, the identities of these persons, where known, would be recorded on the log.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference gave consideration to surveillance logs in an effort to reduce to a minimum the possibility of embarrassment which is now apparent from the fact that composite logs frequently contain Agent's original notes, and the chance of extraneous data being in these logs is increased since composite logs reflect the observations of more than one Agent. In an effort to reduce the possibility of this embarrassment to a minimum, the Conference unanimously recommended adoption of the following procedures:

(1) That separate surveillance notes in the form of a log be maintained by each participating Agent, reflecting in chronological order what he observed during a day's surveillance. Agent's individual surveillance logs will be made as original entries wherever possible. If physical circumstances prevent recording directly to an Agent's surveillance log, appropriate entries will be made at the earliest possible moment and any notes used to make subsequent entries will be maintained with the Agent's individual surveillance log. The Conference feels that the adoption of this procedure will greatly reduce the chance of embarrassment by limiting the introduction of extraneous data, since each Agent testifying will refer only to his own original notes. It is felt this will forestall requests for other logs, memoranda, or reports which might contain extraneous data resulting from other Agents' observations and which now appears in one consolidated log.

~~SECRET~~

Executive Conference Memorandum  
Re: PREPARATION AND MAINTENANCE OF PHYSICAL  
SURVEILLANCE NOTES AND LOGS

~~SECRET~~

(2) In security cases, composite logs reflecting chronologically the results of surveillances will continue to be prepared. Entries reflecting an Agent's observations will not be initialed by him. These logs will be used for strictly administrative purposes in order to assure proper control of surveillances that the surveillance contains no gaps or inconspicuousness as an aid in reporting surveillances, and to assist supervisory personnel in the administration of these surveillances. These composite logs will not be produced in court. Composite logs are not needed in criminal cases since original surveillances are usually of a short duration and are designed to meet a specific need. However, composite logs may be compiled in the more involved criminal cases if needed.

If you approve the above recommendations, appropriate instructions will be issued to the field. It will be stressed that since Agents' individual surveillances logs will reflect original entries, they may be produced in evidence and, accordingly, it is essential that their physical condition and contents be above criticism or doubt.

~~SECRET~~

MR. TOLSON

June 19, 1957

EXECUTIVES CONFERENCE

~~SECRET~~

PREPARATION AND MAINTENANCE OF PHYSICAL SURVEILLANCE NOTES AND LOGS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE

On June 17, 1957, the Executives Conference consisting of Messrs. Nichols, Parsons, Rosen, Trotter, Holloman, Sizoo, Boardman, Whelan, Callahan, Clayton, and Fletcher considered the problem of the preparation and maintenance of physical surveillance logs and notes in view of the recent Supreme Court decision in the Jencks case.

PRESENT PROCEDURES

At the present time Bureau requirements call for the preparation of a surveillance log covering the entire activities of the person under surveillance for each day. This log frequently contains the original notes of the Agent making the observation. If it is possible to do so, the Agents record their observations directly on the surveillance log. If circumstances are such that he cannot make the entry directly on the log he makes his notation on whatever paper he has readily available and at the earliest convenient time posts an entry to the surveillance log. Each Agent initials each entry on the log which records his personal observation. The log is prepared by the Agent in charge of the surveillance and is signed by all participating Agents.

Existing instructions provide that original notes made by Agents may be retained to refresh the Agent's recollection. Agents involved in INPRO (surveillance of Russian and satellite officials) are required to maintain any personal notes supporting entries on the surveillance logs which relate to possible espionage matters.

EXECUTIVE CONFERENCE CONSIDERATION

The Executives Conference took note of the fact that the surveillance logs as now in use may well be called for during a subsequent trial because they contain in many instances the original notation of the Agent's observation.

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Enclosure

- cc - Mr. Tamm
- Mr. Nease
- Mr. Belmont
- Mr. Rosen

AS:jdd

31 JUN 27 1957

INDEXED - 4  
RECORDED - 4

44-2554-12602

16 JUN 25 1957

CLASSIFIED BY: [Signature]  
DECLASSIFY ON: OADR

~~SECRET~~

**EXECUTIVES CONFERENCE MEMORANDUM  
RE: PREPARATION AND MAINTENANCE OF PHYSICAL  
SURVEILLANCE NOTES AND LOGS**

~~SECRET~~

It was also recognized that if one Agent were to testify and the log were to be produced it would make available not only his observations but the observations of all other Agents who participated in the surveillance. As there is frequently extraneous material recorded on the logs there is likelihood of embarrassment to persons mentioned but not directly involved in the prosecution. In an effort to reduce the possibility of embarrassment to a minimum the Conference unanimously recommended the adoption of the following procedures:

(1) That each Agent participating in a surveillance maintain his own surveillance notes in the form of a log reflecting in chronological order what he observed during the day's surveillance. The daily logs will be made on plain paper and will be retained in the file for possible use in trial. Attached is a typical Agent's individual log which would be made up under this system. The Agent's individual surveillance logs will be made as the surveillance progresses and be in the form of original entries wherever possible. If physical conditions prevent recording directly on the Agent's surveillance log and it is necessary to make a note on some other paper, appropriate entries will be made at the earliest possible moment and any other notes used will be affixed to the log. The Conference feels that the adoption of this procedure will greatly reduce the chance of embarrassment because if an Agent testifies he will refer only to his own original notes. Since these will be the best evidence, that is, his original notes, it is felt the use of such a log would forestall requests for other logs, memoranda or reports which might contain extraneous data resulting from other Agents' observations which now appear in the one consolidated log.

(2) In security cases, daily composite logs reflecting chronologically the complete results of surveillances will continue to be prepared. However, entries reflecting an Agent's observations will not be initialed by him. These logs are believed necessary and desirable in security cases in order to insure proper control of surveillances, in order that the over-all information concerning a surveillance will contain no gaps or inconsistencies, to assist supervisory personnel in the administration of surveillances, and as an aid in reporting surveillances. The investigative report can be prepared from the composite log and will, of course, eliminate any matters not pertinent for reporting purposes, but the composite log will make available a complete chronological statement of the observations of all Agents on a surveillance.

~~SECRET~~

**EXECUTIVES CONFERENCE MEMORANDUM**  
**RE: PREPARATION AND MAINTENANCE OF PHYSICAL**  
**SURVEILLANCE NOTES AND LOGS**

~~SECRET~~

It is not contemplated that the composite log will be produced in court. As to criminal cases it is not believed that composite logs need be required since criminal surveillances are in general of short duration and designed to meet a specific need, that is, coverage of an extortion pay-off spot. However, it was believed that the use of a composite log should be permissible in criminal cases where the need exists.

If you approve the above recommendations, appropriate instructions will be issued to the field. It will be stressed that since Agents' individual surveillance logs will reflect original entries, they may be produced in evidence and, accordingly, it is essential that their physical condition and contents be above criticism or doubt.

*This is desirable  
in recognition of  
development of  
with regard to  
Jensen decision*

*— O.K.  
A*

*4x3 ✓*

~~SECRET~~

Mr. Tolson

June 14, 1957

The Executives Conference

ECONOMY MEASURES -- DEADLINE CASES

The Executives Conference on 6/12/57, Messrs. Holloman, Boardman, Nichols, Belmont, Mohr, R. K. Moore, Nease, Parsons, Rosen, and Tamm present, considered a proposal by the Records and Communications Division that deadline dates be extended or that field be given a certain latitude in deadline cases to avoid unnecessary travel. It was further suggested that consideration be given to dispensing with teletype summaries from the field in certain cases.

In connection with these proposals, the Investigative Division had pointed out that the current deadlines in Applicant-type, Special Inquiries, and Security of Government Employee cases had been recommended and approved by the Executives Conference in August, 1955; Investigative Division of opinion it was undesirable to further extend deadlines and that use of teletypes has been cut to an absolute minimum.

The Conference unanimously recommends no change in present deadline requirements, and teletype summaries.

323, 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/12 BY SP5 u/dg

NX ATH:wmi  
(5) wmy

cc - Mr. Nease  
Mr. Tamm

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 91

INDEXED - 91

EX-117

66-25544-12603

JUN 26 1957

JUN 26 1957



THE DIRECTOR

June 21, 1957

THE EXECUTIVES CONFERENCE

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP-5C/DCG

NEED FOR ECONOMY

~~REDUCTION OF MESSENGER RUNS FROM  
ONCE EVERY FIFTEEN MINUTES TO ONCE  
EVERY THIRTY MINUTES~~

It has been suggested that the ~~messenger service of the Accounting and Fraud Section of the Investigative Division be reduced from a 15-minute schedule to a 30-minute schedule.~~ The Records Section observed that it would appear that we should reduce service on other runs throughout the Bureau (with the exception of the Director's run and the signature mail runs), if we reduce the frequency of the messenger runs in the Accounting and Fraud and Criminal Sections. Records Section has estimated that we could theoretically save the services of five GS-2 messengers and a total annual savings of \$14,800, if the frequency of the runs were decreased.

The Records Section points out that based on past experience the adoption of this recommendation is probably false economy for the following reasons:

1. The number of special messenger runs would be materially increased. It was pointed out that approximately 2/3 of the mail in the Accounting and Fraud and Criminal Sections is sent to them through expedite processing which requires additional handling by the Records Section.
2. The flow of mail would be slowed down since it would "lay" in routing for a longer period under a 30-minute schedule than under a 15-minute schedule.
3. Previous experience in September, 1955, showed that 30-minute service was not adequate and that the mail on the 30-minute run was so heavy that it was being damaged in some instances and its bulk worked a distinct hardship on the messengers to handle their duties neatly and efficiently.

RECORDED-46

INDEXED-46

3 JUL 3 1957

EX-117

Tolson WMW:wmi  
 Nichols (6)  
 Boardman  
 Belmont cc - Mr. Nichols  
 Mohr  
 Parsons Mr. Nease  
 Rosen Mr. Tamm  
 Tamm  
 Trotter  
 Nease  
 Tele. Room  
 Holloman  
 Gandy

66 JUL 3 1957

12604  
212



Executives Conference Memorandum

RE: NEED FOR ECONOMY

EXECUTIVES CONFERENCE DECISION:

The Executives Conference on June 17, 1957, with Messrs. Nichols, Parsons, Clayton, Holloman, Sizoo, N. P. Callahan, Trotter, Boardman and Whelan being present, recommended against the adoption of the suggestion and recommended that all divisions make every effort to reduce the volume of expedite processed mail as well as special messenger service.

Mr. Rosen recommended that the suggestion be tried as an experiment in a few sections.

Respectfully,  
For the Conference

Clyde Tolson

MR. TOLSON

6/11/57

THE EXECUTIVES CONFERENCE

FURNISHING CRIMINAL DIVISION OF DEPARTMENT  
GENERAL INTELLIGENCE INFORMATION ON TOP  
HOODLUMS AND RACKETEERS

The Conference, on June 10, 1957, with Messrs. Tolson, Nichols, Holloman, Tamm, Beardman, Belmont, Nease, Parsons, Moore, Mohr and Rosen in attendance, considered whether we should furnish to the Department Crime Survey or General Investigative Intelligence reports or information on our Top Hoodlum Program and thereby extend our present procedure of furnishing to the Department only that information which we deem as being pertinent or of interest to the Department.

TOP HOODLUM PROGRAM -- WHAT IT IS

The Bureau instituted a program in 1953 to coordinate information on top hoodlums for purpose of developing any violations and channelizing information for assistance in any future investigations of these persons. The field selected approximately 200 individuals to be included and files are currently maintained on these individuals. Information is kept current by semiannual supplemental summaries, the most recent of which was submitted March 31, 1957. This coverage is an outgrowth of Bureau criminal intelligence program instituted in 1946 to correlate information concerning criminal matters. Semiannual reports were submitted in the criminal intelligence program by each field division up until April, 1957, when they were discontinued for economy reasons.

Maintenance of top hoodlum coverage information not made known outside of Bureau. Such action would not seem desirable inasmuch as it could place the Bureau in the position of labeling persons as hoodlums and racketeers based on activities in fields not within our primary jurisdiction. In connection with various requests from the Department for information on racketeering figures, we have furnished information on some of the individuals considered as top hoodlums. The field is under specific instructions to develop all violations within the Bureau's jurisdiction and disseminate any matters of interest to state or Federal agencies.

cc - Mr. Tamm  
Mr. Nease

RECORDED-57

INDEXED - 57

JUL 3 1957

66-7011-554-12605

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/5/82 BY SP2/ky

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

CAP:LS 1957 [initials]

51 AUG 20 1957

Memorandum for Mr. Tolson

Re: FURNISHING CRIMINAL DIVISION OF DEPARTMENT  
GENERAL INTELLIGENCE INFORMATION ON TOP  
HOODLUMS AND RACKETEERS

Although, in 1950, Commissioner Harry J. Anslinger of the Bureau of Narcotics proposed that the FBI maintain a public gallery of 100 racketeers and that various Federal law enforcement agencies participate and provide names to be included as well as furnish information concerning such persons, this proposal was considered by the Bureau but was not adopted.

Chief of Police William H. Parker, Los Angeles Police Department, proposed at the International Association of Chiefs of Police Convention in 1952 that a Federal agency be established to act as a clearing house for criminal information on a national level. The convention approved his proposal. We expressed disapproval of this plan to J. Lee Rankin, then Assistant Attorney General, Office of Legal Counsel, on the basis it would be a step toward formation of a national police force, it would be contrary to the established concept of local responsibility for crime conditions, it would establish a national "black list" and might result in unverified gossip and rumor being disseminated to the damage of innocent persons, that hoodlums might have access to information from such an agency through corrupt officials and that it would enable local police to "pass the buck" for failure to enforce criminal statutes.

On April 2, 1957, Virgil Wolfe, head of the Organized Crime and Racketeering Section, Criminal Division, requested information from Mr. Boardman concerning our quarterly crime survey reports. Wolfe was advised by Mr. Boardman that we had not submitted quarterly reports for many years. It was pointed out to him that furnishing a summary of local crime conditions based on information received by the Bureau some of which is gossip and rumor and which is unverified could result in furnishing an incomplete, inaccurate picture of the situation doing more harm than good.

We have never furnished Crime Survey or General Investigative Intelligence reports to the Department. Giving such information to the Department in the future would constitute a change in the position we have heretofore taken. The cost of reinstating General Investigative Intelligence reports for the purpose of furnishing them to the Department cannot be accurately estimated; however, there is no doubt that it would result in a material increase.

Memorandum for Mr. Tolson

Re: FURNISHING CRIMINAL DIVISION OF DEPARTMENT  
GENERAL INTELLIGENCE INFORMATION ON TOP  
HOODLUMS AND RACKETEERS

RECOMMENDATIONS REGARDING TOP HOODLUMS AND RACKETEERS

Inasmuch as we do have basic information on some 200 top hoodlums and inasmuch as this information is current as of March 31, 1957, when the field submitted its last semiannual supplemental report, it is recommended we take the following action:

1. That this information be brought up to date by the field as of June, 1957, so we will have the very latest information available on these individuals.

*yes H*

2. That the field be advised that this data should be prepared bearing in mind that consideration is being given to whether or not the information will be disseminated; consequently, the top hoodlum write-ups will then be completely current and in suitable form for dissemination in the event it is later decided to do so. There may be some duplication in the information in these memoranda because we have already furnished some of the data to the Department on these hoodlums in connection with other memoranda which have been sent to the Department, but this would not be objectionable.

*yes H*

3. That when these summaries are received they will be reviewed and a recommendation will then be made as to whether or not we will submit the information in these summaries to the Department. If it is decided the summaries are to be furnished to the Department at a later date, we will not label these as top hoodlums but will submit them to the Department over a period of time in a gradual flow.

*yes H*

RECOMMENDATIONS REGARDING CRIME SURVEYS AND GENERAL INVESTIGATIVE INTELLIGENCE REPORTS

Although we have never furnished Crime Survey or General Investigative Intelligence reports to the Department, giving such information to the Department in the future in some form of memorandum

Memorandum for Mr. Tolson

Re: FURNISHING CRIMINAL DIVISION OF DEPARTMENT  
GENERAL INTELLIGENCE INFORMATION ON TOP  
HOODLUMS AND RACKETEERS

even though it is not labeled Crime Survey information or the like, would constitute a change in the position which we have taken heretofore. If we did change our policy, the cost of reinstating the General Investigative Intelligence reports which were discontinued in April, 1957, for economy reasons, and bringing them up to date and in a form which would be acceptable for transmission to the Department would undoubtedly result in a material increase in handling this type of information.

It is the Department's trend of thinking to obtain information of a general nature relating to crime which has no bearing upon specific Federal offenses. Such information is now contained in our General Investigative Intelligence reports. It is not disseminated to the Department. If it is sent to the Department, our reports would have to be rewritten and this would entail considerable work in preparing them in proper form for dissemination. Nevertheless, the reports or memoranda dealing with the reports would necessarily have to contain information concerning gambling activities, notorious places of amusement, juvenile crime, activities of members of the underworld, element, confidence men, local racketeers and others as well as corruption of police and public officials and similar data. If such information was sent to the Department it would have to be carefully edited. We would have to clearly indicate that the memoranda contain uncorroborated information which has not been verified by investigation. We would have to further qualify each item of information furnished to insure that no impression is gained by the Department that we have conducted an investigation into such matters which obviously are not within the purview of our jurisdiction.

RECOMMENDED ACTION

It is not felt there should be a reversal of our position at this time.

*J. Conrad*  
The Conference unanimously approved the above recommendations.

Mr. Tolson

July 2, 1957

The Executives Conference

FIREARMS TRAINING  
CHARLOTTE DIVISION  
(ECONOMY)

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-5-92 BY SP-5 *cid/ey*

The Executives Conference, consisting of Messrs. Boardman, Rosen, Nichols, Parsons, R. K. Moore, Clayton, Callahan, Sizoo, and Whelan, on 7/1/57, considered request by SAC, Charlotte, to hold firearms training for resident agents at six separate ranges for an estimated annual savings of \$2,676 in travel expenses.

The Conference noted that while the savings to be effected by the proposed plan were desirable, the plan to decentralize firearms training for resident agents to six separate ranges increased hazards and the potential for embarrassment to the Bureau and would result in loss of adequate control by the SAC. Further, the SAC failed to furnish an inspection and survey report of the proposed ranges, and did not specify who would supervise the training.

By way of background, the SAC, Indianapolis, by memorandum dated 4/5/57 furnished detailed survey of two firearms ranges located in the upper and lower portions of the State of Indiana and recommended use of these ranges by both the headquarters and resident agents instead of the one formerly used at Camp Atterbury to curtail travel expenses at an annual savings of approximately \$5,000. The SAC noted that when the Camp Atterbury range is used, resident agents are required to take approximately two days of travel time, and by the use of the two proposed ranges, resident agents could travel to and from the ranges on the same date, thereby eliminating all travel per diem previously claimed except for that claimed by instructors from the headquarters city. Further, the SAC noted that with the use of two ranges resident agents would be near their respective territories in the event of an emergency. By memorandum dated 4/12/57, authority was granted Indianapolis Office to hold scheduled firearms training at the two proposed ranges.

RECORDED - 55

66-2554-12606

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Parsons \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_  
Nease \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

EXECUTIVES CONFERENCE RECOMMENDATIONS:

The Conference unanimously recommended:

INDEXED - 55

JUL 3 1957

EX 105

WMW:wml  
cc - Mr. Casper  
Mr. Nease  
JUL 5 1957  
Enclosure

**Executives Conference Memorandum**

**Re: Firearms Training  
Charlotte Division  
(Economy)**

(1) That SAC, Charlotte, request be denied and that he be instructed to inspect and survey the six ranges to determine whether they meet Bureau requirements and, if any of them do, to make recommendations regarding the use of a more limited number of ranges to insure adequate supervision and control of firearms training for resident agents.

(2) That SAC, Charlotte, in justification of the foregoing, be instructed to furnish details as to the supervision and security to be afforded the transportation of firearms equipment to and from the ranges.

(3) If the recommendations are approved, enclosed is a proposed memorandum to SAC, Charlotte, accomplishing the foregoing.



THE DIRECTOR

July 2, 1957

THE EXECUTIVES CONFERENCE

JESSE VIRGIL ~~KITCHENS~~  
STATE FIRE MARSHAL  
STATE OF ALABAMA  
FBI NATIONAL ACADEMY GRADUATE

*4/21/57  
L.C.*

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP-5 C/dy

Kitchens, a graduate of the 34th Session, FBI National Academy, as Investigator with the Alabama Department of Public Safety, has been State Fire Marshal for Alabama since 1952. He has been cooperative with Bureau and active in National Academy Associates affairs. Upon being appointed State Fire Marshal, he was retained on National Academy rolls as actively engaged in law enforcement work since fire marshals do investigate some crimes, principally arson, and have power of arrest. In May, 1957, Kitchens submitted an application nominating Deputy State Fire Marshal [redacted] to attend the National Academy. By letter 6/17/57, Mobile was advised Bureau did not consider Deputy State Fire Marshal as type of general law enforcement work which would qualify an individual to attend the Academy. Mobile was told to orally inform Kitchens of this. Kitchens wrote to J. S. Rogers 6/24/57, with copies to the Director, President N. W. Kimbrough of FBI National Academy Associates who is located in Montgomery, to the Senior Resident Agent at Montgomery, and to the SAC at Mobile, stating he was shocked and hurt to know that [redacted] was not eligible to attend the Academy. Kitchens stated that if in his present capacity, he would not be eligible to be a candidate for the Academy, he feels his name should be either deleted from the Directory or an asterisk placed after his name.

b6  
b7C

Kitchens further advised that to avoid any embarrassment to the Bureau, he had removed his National Academy seal, together with a picture of the Director from his office wall. He stated this was not done in malice for he prized these items highly.

A review of the Statute reveals that fire marshals do not have general law enforcement jurisdiction. We have never permitted attendance of a fire marshal at the Academy but since Kitchens had graduated, we continued to list him in National Academy Directory in a law enforcement status when he became State Fire Marshal. Kitchens has had three heart attacks since September, 1955.

Olson  
Nichols  
Boardman  
Belmont  
Mohr  
Parsons  
Rosen  
Tamm  
Trotter  
Nease  
Tele. Room  
Holoman  
Gandy

Enclosure  
1 - Mr. Tamm  
1 - Mr. Nease  
66 JUL 5 1957  
WMW:dps  
(5)

EX 105

RECORDED 78-6-25-54-12607  
INDEXED - 76 3 JUL 5 1957  
2 W

**Executives Conference Memorandum**

**Re: Jesse Virgil Kitchens  
FBI National Academy Graduate**

Mobile, by letter 6/26/57, regarding this matter, ascribes Kitchens' adverse reaction to our telling him [redacted] not qualified to attend the Academy as due to the fact that he has been in ill health due to a heart condition. SAC feels it might be unwise to talk with Kitchens further regarding this matter, but does state he will be very happy to call upon him to try to further resolve it.

b6  
b7c

The Executives Conference on 7/1/57, with Messrs. Parsons, Rosen, Roy Moore, Clayton, Boardman, N. P. Callahan, Sizoo, Nichols and Whelan being present, considered this matter. The majority of the Conference (all except Callahan and Whelan) felt that Kitchens had temporarily "lost his head" in writing as he did. They recommended that the SAC call upon him and straighten him out; that Kitchens' name be continued in National Academy Directory as it is at present showing him as actively engaged in law enforcement as State Fire Marshal for Alabama.

Mr. Callahan recommended that Kitchens' name be stricken from the Directory and that he be dropped from the rolls of National Academy graduates in good standing.

Mr. Whelan recommended that Kitchens' letter to Rogers be acknowledged by the Director; that he be told that the position of Deputy State Fire Marshal is not the type of law enforcement work which would initially qualify an individual to attend the Academy; that he be further advised that in view of his request that his name either be removed from the Directory or an asterisk placed beside it to show he is no longer engaged in law enforcement work, the latter should be done. Whelan further recommends the SAC, Mobile advise Kitchens that since he is no longer engaged in general law enforcement work that would qualify him to attend

Executives Conference Memorandum

Re: Jesse Virgil Kitchens  
FBI National Academy Graduate

the National Academy he would not be eligible to attend the retraining session in November. He further recommends that President Kimbrough of the FBI National Academy Associates, who received a copy of Kitchens' letter, be informed of the Bureau's action orally by the Mobile Office. If you approve a proposed letter to Kitchens is attached.

*I agree with Whelan*  
*7/2*  
*OK H*

Respectfully,  
For the Conference

Clyde Tolson

Mr. Tolson  
Mr. DeLoach  
Mr. Mohr  
Mr. Bishop  
Mr. Casper  
Mr. Callahan  
Mr. Conrad  
Mr. Felt  
Mr. Gale  
Mr. Rosen  
Mr. Sullivan  
Mr. Tavel  
Mr. Trotter  
Tele. Room  
Miss Holmes  
Miss Gandy

MR. TOLSON

July 1, 1957

THE EXECUTIVES CONFERENCE

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP-5/leg

RETENTION OF BUREAU INTERNAL RECEIPT CARDS

Each envelope or package of registered mail and supplies dispatched to the field contains a 3 x 5 receipt card which is enclosed by the Mail Room. This card sets forth the date and time of delivery and the name of the person who received it. The package of mail is received in the field office and the card is executed and returned to the Bureau mail room. Since 1953 these cards have been permanently maintained at the Bureau. Prior to that time they were destroyed at the expiration of 90 days.

During the inspection of the Communications Section Inspector Gale recommended that these cards be destroyed rather than permanently maintained.

Assistant to the Director L. B. Nichols strongly recommended that these cards be retained. In the Harry Dexter White Case and in other cases it has been necessary for the Bureau to be able to affirmatively prove that a certain report or document was received by a specific individual. Mr. Nichols conceives of the time when it may be necessary in the best interests of the Bureau to be able to prove that a field office received certain mail. Mr. Nichols further points out that these cards are placed in dead storage and create no special problem and occupy a very small space. There has been approximately 100,000 cards accumulate since 1953 and they accumulate at the rate of approximately 2,100 per month.

EXECUTIVES CONFERENCE DECISION:

The Executives Conference on 7/1/57 with Messrs. Boardman, Nichols, Rosen, Parsons, R. K. Moore, N. P. Callahan, J. A. Sizoo, Clayton and Whelan being present, considered this matter and recommended that the cards be retained as they are at the present time in view of the fact that they cause no storage problem and could possibly serve to prevent embarrassment in the future.

RECORDED - 52  
INDEXED - 52

66-2557-12608  
3 JUL 5 1957

- Tolson \_\_\_\_\_
- Nichols 1 - Mr. Tamm
- Boardman 1 - Mr. Nease
- Belmont \_\_\_\_\_
- Mohr 1 - Mr. Nichols
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

WMW:dps dpe

51 JUL 8 1957

Mr. Tolson

July 2, 1957

The Executives Conference

PERSONNEL SURVEY

NIGHT SHIFTS - IDENTIFICATION DIVISION

The Director by routing slip stated: "Is study being made as to need for night shifts in Ident. Div.?"

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-5-92 BY SP5 C/alg

FACTS:

Two years ago the Ident Division operated with a night force of 500 employees. Due to the need for economy, this number was reduced to 425 and was later reduced again -- present night force 396. Total number of employees in Ident as of 6/21/57 was 1,981 (permitted by budget - 2,046); day force - 1,574; night force - including midnight group - totals 407. In memorandum Mr. Nease to Mr. Tolson, 8/2/55, captioned, "Odd-Hour Shifts," it was pointed out that space limitations are such that only about 1,500 employees can efficiently work on one shift.

Mail is delivered 4 times daily to Ident, last delivery 2:45 P. M., and all this mail cannot be processed by day force. Daily average receipts for fiscal year 1956 were 20,861 and for fiscal year 1957 had increased to 22,675. Ident now operating in a current condition, with basically same number of employees, yet receipts have increased about 2,000 per day. (Two months ago 100 additional employees were in training on the day force and at that time Ident was two days' delinquent.)

Daily production records reflect the night force in Technical Section more productive than day force; 27 employees on night force perform same amount of work as 29 employees on day force; salaries of 2 employees on day force (GS-4) amounts to \$6,830; night differential for 27 employees on night force amounts to \$6,197.58 -- theoretical net savings - \$632 (using 301 now on night force in Technical Section -- saving 24 employees' time).

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Nease  
Mr. Tamm  
Mr. Trotter

INDEXED - 50

INDEXED-50

66-2554-12609

JUL 9 1957

EX 105

JUL 10 1957

Executives Conference Memorandum

Night differential in fiscal year 1955 cost \$107,804.11;  
// estimated night differential costs for 1957 \$81,330.52. Assistant  
Director Trotter, by memorandum 3/18/57 recommended desirability  
of putting 50 additional employees on night force. During 1957  
// inspection of Ident, Inspector recommended against transferring  
// these 50 employees to night work, as an economy measure.

In view of the above findings, the Executives Conference  
on 7/1/57, consisting of Messrs. Nichols, Parsons, Rosen, R. K.  
Moore, Clayton, Boardman, Callahan, Sizoo, and Whelan, considered  
this matter and unanimously approved the recommendation of the  
Training and Inspection Division that the present night force be  
retained by the Ident Division because of the need for prompt  
replies to contributors, because of better efficiency on the part  
of the night force and because of space limitations.

I agree  
✓  
OK  
A

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *ASAC 7/2*

DATE: 6/3/57

FROM : Q. Tamm *g w*

SUBJECT: NEED FOR ECONOMY  
SPEECH PROGRAM

*Suggestion # 754-57*

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

At the present time, most, if not all, of the speaking engagements in the field are handled by the SAC or the ASAC. It is suggested that there be no travel performed by the SAC or the ASAC outside of Headquarters City for the purpose of attending a speaking engagement unless it can be definitely tied in to administrative activities, such as the inspection of a Resident Agency. Resident Agents should be used freely in the handling of speaking engagements. Having in mind that many speaking engagements involve a per diem charge, since they take place after 6 p. m. in the evening and involve travel outside of Headquarters or Resident Agency headquarters, it is suggested that such engagements which will involve a per diem charge not be accepted unless there is a clear, unmistakable advantage to the Bureau.

RECOMMENDATION:

It is recommended that instructions be issued in accord with the suggestion.

ADDENDUM: HBF:ekd 6/13/57

The foregoing suggestion was considered by the Executives Conference, composed of Messrs. Holloman, Boardman, Belmont, ~~Nichols~~, Mohr, R. K. Moore, Nease, Parsons, Rosen, and Tamm, on 6/12/57. It was recommended by all present except Mr. Mohr that select cc: 1-Mr. Nichols additional Resident Agents be qualified to handle speaking engagements so that Resident Agents could be freely used in the handling of speaking engagement invitations.

HBF:ekd  
(5)

JUL 5 1957

INDEXED-18

NOT RECORDED  
22 JUL 1957

68 JUL 11 1957  
F330

ORIGINAL FILED IN 754-57-1644

323 013  
9/5/92  
3752/69



Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Callahan *ycb*

DATE: 6/14/57

*dec* FROM : J. S. Johnson

SUBJECT: RETENTION OF COPIES OF VOUCHERS.  
BUREAU FIELD DIVISIONS

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont
- Mohr
- Parsons \_\_\_\_\_
- Rosen
- Tamm
- Trotter
- Nease
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

With respect to retention of original vouchers by the General Accounting Office and copies of these maintained by the Bureau, you are advised that the General Accounting Office retains the original indefinitely. Under present regulations the Bureau must retain its copies at the Seat of Government for a period of five years. This applies to all types of vouchers and invoices, with the exception of blue slips and their supporting documents which are maintained indefinitely at the Seat of Government.

With respect to retention of copies of vouchers and invoices by our field divisions, the Manual of Rules and Regulations provides that copies of vouchers retained in the field may be destroyed when three years old, and that copies of expense accounts be destroyed when one year old. There is no present provision for destruction of copies of imprest fund vouchers. The New York Field Division by routing slip dated May 28, 1957, requested authority to destroy copies of imprest fund vouchers one year old.

OBSERVATIONS:

As a matter of fact, I know of no regulations which require the retention of voucher copies by the field. In addition, if a question arises in the field as to the payment of a particular account, whether it be a commercial account, an imprest fund account, or an expense account, they must direct a communication to the Bureau to ascertain if payment has been made. In view of this, with the exception of records and copies of vouchers relating to payments from the confidential fund, it does not appear that the retention of any voucher copies by the field is warranted after they are one year old.

RECOMMENDATIONS:

1. That the field be instructed that copies of all vouchers and invoices maintained by the field should

JSJ:mhk

(2)  
61 JUL 11 1957

INDEXED

66-2324-3  
JUL 9 1957  
JUL 5 1957  
*12611*

323 013  
 ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 3/5/92 BY SP5 e/ky

ORIGINAL COPY FILED IN 66-2324-3

Memorandum to Mr. Callahan  
Re: Retention of Copies of Vouchers  
Bureau Field Divisions

be destroyed when they are one year old, except those records and copies of vouchers pertaining to payments from the confidential fund which should be retained ~~indefinitely~~.

*AS AT PRESENT.*

2. If you concur with the above, an appropriate SAC Letter and manual change will be prepared.

*M.C.*

*J. J. [unclear]  
6/14*

*J. J. [unclear]  
6/14*

*[Signature]*

ADDENDUM: NPC:eam 6/19/57

The Executives Conference of June 19, 1957, consisting of Messrs. Tolson, Holloman, Tamm, Sizoo, Clayton, Parsons, Moore, and Callahan, unanimously recommended the adoption of the above recommendations.

*V. [Signature]*

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5-27-57

FROM : L. E. SHORT

SUBJECT: ECONOMY SUGGESTIONS - RECORDS BRANCH  
RECORDS AND COMMUNICATIONS DIVISION

*W. L. Edwards*  
*W. J. Brennan*  
*W. J. Kennedy*  
*W. J. King*

Tolson	_____
Nichols	_____
Boardman	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Trotter	_____
Nease	_____
Tele. Room	_____
Holloman	_____
Gandy	_____

In line with the Bureau's efforts to economize, the following suggestion is submitted by the Records Branch:

Suggestion: That the ~~recheck of doctors and nurses on the Bureau referral list~~ presently done every six months be completed annually. Present Bureau instructions require that the various field divisions submit the names of doctors and nurses maintained by that office for referral purposes. Approximately 650 such names are sent to the Bureau every six months. The letters from the field divisions are recorded in the Records Branch, processed through the Name Check Unit and File Review Unit and subsequently filed. Names of the doctors and nurses are indexed each time a new report is submitted. The estimated cost of this operation within the Records Branch is \$1,240.59. This does not include costs within the Administrative Division or the cost to the various field divisions in preparing the letters to the Bureau.

Savings: If done annually, savings and labor costs to the Records Branch would be \$1,240.59.

RECOMMENDATION:

That this suggestion be approved.

*Jacobs*

LES:fk:dm  
(3)

323,013  
 ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 3-5-92 BY SP5CIP/og

ADDENDUM: (LBN:jmr) 5-31-57 The foregoing suggestion was unanimously approved by the Executives Conference on May 29, 1957, consisting of Messrs. Belmont, Whelan, Rosen, Sizoo, Trotter, Conrad, Nease, and Nichols.

*Handwritten:* 7/12/57  
 SEARCHED 76  
 INDEXED - 76

166-2554-12612  
 JUL 12 1957  
 127-4730  
 JUL 17 1957  
 EX-131  
 3 pwtb

67 SEP 9 1957

ORIGINAL COPY FILED IN 66-4950-571

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 6-11-57

FROM : W. G. EAMES

SUBJECT: SUGGESTION #638-57

Tolson \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Boardman \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Parsons \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tamm \_\_\_\_\_  
 Trotter \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

6-11-57

*Handwritten signatures and initials*

Supervisor Henry S. Ursic of the Investigative Division has suggested that messenger service in the Accounting and Fraud Section be reduced from a fifteen-minute schedule to a thirty-minute schedule. The Training and Inspection Division has requested your views on this suggestion.

The present messenger run handles Accounting and Fraud Section mail and Criminal Section mail. It requires substantially the full-time services of three people. You will recall that all runs were placed on a thirty-minute schedule in September of 1955. A while later, the Director's run was changed back to a ten-minute schedule and the signature mail run was changed back to a fifteen-minute schedule. Normal service was recommended at the end of the fiscal year when it was found that service was not adequate and that the volume of mail on each run was so heavy that mail was being damaged in some instances and a hardship was being worked on the messengers. For that temporary period, we were able to save the services of five GS-2 messengers. It would appear that we should reduce the services on other runs except the Director's and mail signature runs if we reduce it in the Accounting and Fraud and Criminal Sections.

It should be pointed out, however, that more mail is handled special for these two sections than any other in the Bureau. Approximately two-thirds of mail for these two sections is sent to them through the expedite processing desk which requires that Records Branch handle the mail a second time. Additional economy could be effected by processing more of this mail through regular channels. This may be possible since suggestion implies that service could be reduced in the Accounting and Fraud Section with no disadvantage to the supervision of work in that section.

RECOMMENDATIONS: (See next page)

NOT RECORDED

126 JUL 17 1957

323, 0/3

JUL 16 1957

WGE:mcg

(4)

Personnel file of Henry S. Ursic

Enclosure

ADDENDUM: LBN:nl 6-12-57

While the foregoing recommendation for economy has merit, I think this is an instance, based on past experience, which would be a false economy in the long run and I recommend that we not adopt it.

66 JUL 19 1957

Continued

ORIGINAL FILED IN

Memo to Mr. Nichols  
Re: Suggestion #638-

6-11-57

RECOMMENDATIONS:

1. That all messenger runs except the Director's and signature mail runs be reduced to a thirty-minute schedule. This will save the services of five GS-2 messengers or a total annual savings of \$14,800.

2. That the Investigative Division review their correspondence with a view toward substantially reducing the volume of expedite processed mail.

*John*

ADDENDUM BY TRAINING AND INSPECTION DIVISION: 6/25/57 - ceh *lyt*

The Executives Conference on June 17, 1957, with Messrs. Nichols, Parsons, Clayton, Holloman, Sizoo, N. P. Callahan, Trotter, Boardman and Whelan being present, recommended against the adoption of this suggestion and recommended that all divisions make every effort to reduce the volume of expedite processed mail as well as special messenger service.

The latter recommendation by the Executives Conference is being handled by separate memorandum by the Training and Inspection Division.

RECOMMENDATION: That the suggestion to reduce the frequency of messenger runs not be adopted. No further action is necessary on this particular suggestion as Mr. Ursic has been thanked for his suggestion.

*Wm W  
Harr*

*11/11*

*5/11*

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

FROM : L. B. Nichols

SUBJECT: ECONOMY MEASURES

DATE: 5-29-57

Tolson

Nease

Boardman

Belmont

Parsons

Rosen

Tamm

Trotter

Tele. Room

Holloman

Gandy

Mr. Leonard, at a conference of Supervisors of this Division, pointed out that the trend in Government is to automation wherever this is possible. He pointed out that some agencies of Government have organized management committees to survey functions and programs to determine first of all their necessity and, secondly, if they can be converted to machine handling. Mr. Leonard feels that there are perhaps activities in the Bureau which would lend themselves to machine handling which could result in tremendous savings.

It is suggested that a committee be constituted with representation from Training and Inspection Division, Administrative Division and Leonard's office to canvass the various Divisions to explore the type of activity which would lend itself to automation. This committee could then consider whether such projects are necessary and, if necessary, whether they can be converted to machine handling.

cc - Mr. Mohr

cc - Mr. Tamm

cc - Mr. Leonard

323,013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/5/92 BY SP-5 CIP/DCG

LBN:nl

(5)

RECORDED - 96

INDEXED - 96

16 JUL 10 1957

**ADDENDUM:** (LBN:jmr) 6-11-57 The Executives Conference of 6-10-57, consisting of Messrs. Tolson, Mohr, Parsons, Nease, Moore, Belmont, Boardman, Rosen, Tamm, Holloman, and Nichols, unanimously agreed that there was merit to a committee consisting of Messrs. Mohr, Quinn Tamm, and Leonard making a survey as to any programs which might be discontinued or whether they can be converted to machine handling on a more economical basis.

RECORDED

SEP 5 1957

ORIGINAL FILED IN 66-276-376

Executives Conference

AC Leonard

48  
SEP 11 1957

OK

Mr. Tolson

July 11, 1957

The Executives Conference

GRADUATION EXERCISES  
SIXTIETH SESSION  
FBI NATIONAL ACADEMY  
NOVEMBER 8, 1957.

The Executives Conference on July 10, 1957, with Messrs. Tolson, Rosen, Boardman, Nease, Mohr, E. K. Moore, Parsons, D. E. Moore, and Whelan being present, considered the matter of possible speakers for the Sixtieth Session National Academy graduation exercises on November 8, 1957.

The Conference was of the unanimous opinion that Vice President Richard M. Nixon should be invited to address the graduation exercises of the Sixtieth Session on November 8, 1957. If you approve, the attached letter of invitation should be delivered to the Vice President personally by Asst. to the Director Nichols.

*Graduation Exercises*  
*SIXTIETH SESSION*  
*11-8-57*

- 1 - Mr. Tamm
- 1 - Mr. Nease
- 1 - Mr. Nichols

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP5 C/hey

GED:hut  
(5)

Enclosure

INDEXED-42

66-2554-2613  
NOT RECORDED  
141 JUL 15 1957

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

4 JUL 17 1957



# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 6-28-57

FROM : W. G. EAMES *E*

SUBJECT:   
COAST GUARD NAME CHECK

EXECUTIVE CONFERENCE

323 003  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP5 [signature]

Tolson \_\_\_\_\_  
Nichols \_\_\_\_\_  
Boardman \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tamm \_\_\_\_\_  
Trotter \_\_\_\_\_ b6  
Nease \_\_\_\_\_ b7c  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

On Mr. Belmont's memorandum to Mr. Boardman dated 6-27-57 concerning the delay in name check on  the Director noted, "Right but it seems to me something is wrong with our procedures when we can't tell if we have or if we haven't handled a name check."

At the present time we are not logging any name check forms but we retain copies of no-record Security of Government Employee name check forms in an alphabetical file. In addition, by checking our files we can determine that we have received a name check form providing there was a record on the form and we disseminated information. This is determined by the presence of a yellow file copy of the outgoing letter or memorandum, or a notation on the investigative report indicating that copies were disseminated. It is believed that the only effective method of maintaining a record of all name check forms would be to prepare an index card on the form and file the index card in the Bureau's master indices. To determine the cost of doing this we have taken actual name check receipts for eleven months of this fiscal year, estimated receipts for month of June, subtracted estimated number of investigations opened during year since these cases would have index cards prepared in any event, and arrived at the figure of 1,300,000 as the number of index cards to be prepared and filed on an annual basis. The cost of this operation is set out as follows:

Typing	.0773 cents per card	\$100,490.00
Examining	.0119 cents per card	15,470.00
Sequencing	.0081 cents per card	10,530.00
Filing	.0338 cents per card	43,940.00
25 54-drawer index cabinets to house cards		9,630.00
Total		\$170,430.00

This work would be handled by Grade 2 and 3 employees and would require the services of 56 employees. It should be pointed out that some additional handling would be required and this estimated cost still does not provide for retention of copy of name check form.

WGE:nle  
(4)

66-2554-  
NOT RECORDED  
102 JUL 15 1957

JUL 12 1957

ORIGINAL FILED IN 66-2554-102

62 JUL 16 1957

SIX

Memorandum to Mr. Nichols

6-28-57

Re:   
Coast Guard Name Check

b6  
b7c

We have logged some name check forms in and out in the past but discontinued this practice because of the prohibitive cost. Based on a test run, it would cost \$9,845.29 in Grade 2 salary simply to log all name check forms in. As the form left the Bureau it would be necessary to check a list of the daily receipts amounting to approximately 5,000 non-alphabetized names before the form could be checked out. This would have to be done 5,000 times each day, yet we would still not have an alphabetical list and would be unable to determine whether a name check was received unless we were furnished the date of receipt of that particular name check form. Although there is no way of estimating the cost for this system, it is believed it would exceed the cost of preparing and filing index cards on each name check form.

Earlier this month two employees were given cash awards for suggesting the discontinuance of the log on sensitive-type Employee Security forms. It should be noted that the Civil Service Commission furnished us 4 X 6 prepared index cards on our average receipts of 210 forms each day. In spite of the fact that the cards were typed up for us and we received only 210 a day, we saved the services of one Grade GS-3 employee by discontinuing this log. Logs have been helpful to us only on rare occasions and since the cost of maintaining them is exorbitant and they slow down the processing of name check forms, they are not believed to be justified.

RECOMMENDATION:

That we continue to closely supervise our name check work to prevent any delays but not adopt mechanical control procedures in view of the need for economy.

*gpe*

*Jasper*

EXECUTIVES CONFERENCE CONSIDERATION: WMW:hd 7/8/57

The Executives Conference on 7/8/57, Messrs. Nichols, Boardman, Belmont, Mohr, Parsons, Rosen, R. K. Moore, Holloman, Nease and Whelan being present, agreed with the recommendations of the Records & Communications Division. It was pointed out that ordinarily we like to have a record of each operation performed. However, in this instance the costs are prohibitive.

*ok but it's open  
us up to the blame  
for lack of action.*

*W* *to* *wmw*

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 6/19/57

FROM : Q. Tamm

SUBJECT: NEED FOR ECONOMY  
PHOTOGRAPHIC TRAINING

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP-5 CJK/epg

- Tolson
- Nichols
- Boardman
- Belmont
- Mohr
- Parsons
- Rosen
- Tamm
- Trotter
- Nease
- Winterrowd
- Tele. Room
- Holloman
- Gandy

In the second half of the current calendar year, the field is under instruction to provide photographic training during the course of the technical conference to all Agent personnel. This training is to include the taking of at least four acceptable photographs by each Agent and it will also include the use of flash bulbs. It is estimated that this training will cost a minimum of \$1 per Agent, roughly \$6,000.

Beginning September, 1953, and up to the present year, for reasons of economy, photographic training did not include actual picture taking by each Agent but instead at the semiannual technical conferences there was a discussion and demonstration of the available cameras. A few selected Agents in each office were given specialized training and these few Agents were the only ones who received practice in the use of the camera. It is suggested that \$6,000 could be saved by eliminating the requirement that actual photographs be taken by all Agents.

### RECOMMENDATION:

It is recommended the requirement, that photographic training include the taking of four acceptable photographs by each Agent during the course of the semiannual technical conferences to be held during the second half of the current calendar year, be eliminated.

ADDENDUM: HBF:ekd 6/19/57

~~\_\_\_\_\_~~

16 JUL 5 1957

The Executives Conference on 6/12/57, consisting of Messrs. Holloman, Boardman, Belmont, Mohr, R. K. Moore, Nichols, Nease, Parsons, Rosen, and Tamm, unanimously recommended that the suggestion not be adopted; that photographic training proceed as scheduled. The Conference agreed, since we had the equipment and expect Agents to be able to use it, it was necessary to provide for actual picture taking. This training would tend to insure that the Agents had necessary knowledge and confidence in the use of photographic equipment.

cc: 1 - Mr. Mohr *HMB*  
 HBF:ekd  
 6 JUL 12 1957

✓ *66-754*  
 NOT RECORDED  
 102 JUL 9 1957

ORIGINAL FILED IN 1-30

*2-11-57*

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 6/13/57

FROM : Q. Tamm

*Reports*

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/13/92 BY SP5/...

SUBJECT: REPORT WRITING - USE OF INTERVIEW REPORT FORM (INSERT SYSTEM)

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

There is attached a proposed bulletin prepared in accord with the recommendations and instructions set out in the attached memorandum dated 6/8/57. The bulletin will provide for the "Insert System" type of reporting described on pages 6 and 7 of the detailed memorandum dated 6/8/57, also attached.

It should be noted that investigative reports in applicant, Security of Government Employee, and security-type cases will contain information, as in the past, obtained from sources and individuals who cannot be made available in most instances to testify in any type of proceeding. This is being done because the Bureau is obligated to disseminate information of intelligence or informative value to other agencies even though the sources cannot be revealed or made available. Reports in these matters will continue to record information received from confidential sources and informants utilizing T symbols. A "T symbol" is a letter and number designation utilized in lieu of information reflecting the actual identity of the source or the witness. On the administrative pages of the report, which are not disseminated, the identities of the sources and individuals concealed by utilizing T symbols are set forth. In these cases, however, the interview report form will be utilized to record pertinent interviews of individuals. We can produce the original interview report form which constitutes the original record of the information furnished by the person interviewed even though his identity is concealed in the investigative report. It is contemplated that under the instructions set forth in this bulletin we will be in a position to produce original interview report forms recording interviews with individuals who might be called upon to testify in any trial or hearing.

EX 108

RECORDED - 5

66-2554-1264  
2035 1947  
170 JUL 25 1957

It is also respectfully noted that in applicant-type cases the interview report form will only be utilized in connection with interviews which are pertinent to the development of derogatory-type information or information relating to a violation of Fraud Against the Government arising from false statements in the application forms or other official forms. We feel that an administrative hearing or judicial-type hearing in applicant matters, in absence of a violation of a statute, can be anticipated only when derogatory information is developed. Derogatory information is developed in but 4% of all applicant cases. In this regard, we are taking a small calculated risk.

ENCLOSURE

JUL 11 1957

Enclosures

- cc: 1-Mr. Boardman
- cc: 1-Mr. Belmont
- cc: 1-Mr. Rosen

The attached proposed Bureau Bulletin was read at the Executives Conference, 6/17/57, Messrs. Boardman, Nichols, Rosen, Trotter, Callahan, Whelan, Sizoo, Holloman, Clayton, and Parsons in attendance, and was approved unanimously.

ABF:erk  
AUG 2 1957

ORIGINAL COPY FILED IN 66-2554-1264

Memorandum for Mr. Tolson

Re: REPORT WRITING - USE OF  
INTERVIEW REPORT FORM (INSERT SYSTEM)


An applicant investigation could proceed to the conclusion with no derogatory information being developed. A month or two later derogatory information could come to the attention of the Bureau which would require that the investigation be reopened. In such event, it would be possible that some of the persons originally interviewed might have information pertinent to the allegation. We would then have one report of the person interviewed in the original applicant report unsupported by an interview report form. In the second report, of course, on the reinterview, the interview report form would be utilized and would be available.

On pages 4 and 5 of the proposed bulletin, there is reference to "blank memorandum." For your information, these are memoranda prepared on Bureau letterhead not addressed to any particular individual or group. They are utilized to report factual information in lieu of an investigative report and when disseminated are transmitted by cover letter or memorandum.

RECOMMENDATION:

It is recommended that the attached Bureau Bulletin be approved and that, upon approval, the attached requisition for the preparation of a supply of the new interview form be delivered to the Administrative Division for immediate handling.

*W. J. ...*  
*W. J. ...*  
*W. J. ...*



ADDENDUM 6/15/57 HBF:ews:ekd

REPORT WRITING - HANDLING OF ADMINISTRATIVE PAGES

At the present time pages are stapled to investigative reports identified at the bottom of the pages as administrative pages. These pages contain information of such matters as the identity of informant whose identity is concealed in the details of the report, leads, references, reason for classification of the report as "Top Secret" or "Secret," identity of Agents participating in physical surveillances as well as other miscellaneous administrative data. When the investigative reports are disseminated, these administrative pages are detached. The administrative pages are detached from reports that the courts instruct should be produced in court. Embarrassment could result if the question was raised as to whether the report was complete in every respect or whether any part of the original report had been deleted. To avoid any problem it appears best that the administrative pages never be attached to an investigative report. It would appear best that the data formerly recorded on the administrative pages be transmitted by cover memorandum on the investigative report to which it is related. Instructions in accord with these observations have been set out in the attached Bureau Bulletin.

RECOMMENDATION:

It is recommended that the attached Bureau Bulletin be approved having in mind that it includes instruction to the effect that administrative data recorded on administrative pages shall henceforth be recorded in a cover memorandum.

*ekd*

COPY *Jaw*

OFFICE MEMORANDUM UNITED STATES GOVERNMENT

*H* TO : Mr. Mohr

DATE: 6/27/57

FROM : H. L. Edwards

SUBJECT: RECREATION FOR NEW CLERKS  
(Movies Shown Each Tuesday Night -  
Justice Building)

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP-5 C/deg

In accordance with the Director's approval that movies be scheduled each week particularly designed to help new clerks with a recreational outlet such movies have been shown weekly commencing 4/2/57. It has been recently suggested that the new clerks be permitted to bring outsiders as their guests such as roommates who may work for other agencies, etc. The movies are monitored by a Special Agent Supervisor and I see no objection concerning the suggestion. If approval is granted it appears that attendance would be stimulated. Between 4/2/57 to date attendance has ranged from 151 Bureau employees to 24. During the time these have been shown we have been rotating our three full-length feature FBI films "Street With No Name," "House on 92nd Street," and "Walk East on Beacon Street." When attendance started to drop we filled in with a Navy film "The Fighting Lady." To further stimulate interest and since it appeared from the drop in attendance that the majority of the older employees have already seen our three films, the FBIRA agreed to provide us with \$50.00 a month to rent film of an entertainment variety. The schedule for July, 1957 includes three rented films.

If approval is granted for our new employees to have guests, appropriate division heads will be notified as well as members of the biweekly personnel conference for divisional representatives. The new clerks will be informed that they will be responsible for the proper conduct of guests they select.

RECOMMENDATION:

That approval be granted to permit FBI employees desirous of attending our Tuesday night movie programs to bring non-Bureau guests with them.

ADDENDUM - 7/1/57 - NPG:gt

The Executives Conference of July 1, 1957, consisting of Messrs. Boardman, Parsons, Moore, Clayton, Whelan, Rosen, Sizoo, and Nichols unanimously recommended against the adoption of the above proposed policy of admitting outsiders to attend the motion pictures.

WBH:mfj  
(2) *mfj 7/26*

RECORDED

66-2554-12615  
RECORDED  
76 JUL 26 1957

63 AUG 5 1957

INITIALS ORIGINAL

ORIGINAL COPY FILED IN 66-2554-12615



MR. TOLSON

July 31, 1957

THE EXECUTIVES CONFERENCE

ATTORNEY GENERAL'S MEMORANDUM CONCERNING  
THE USE OF TERMS RESTRICTING THE AVAILABILITY  
OF UNCLASSIFIED FILES, DOCUMENTS, RECORDS AND  
REPORTS

The Executives Conference on 7/31/57 considered captioned matter. Following were present: Messrs. Boardman, Belmont, Holloman, McGuire, Mohr, Roy Moore, Parsons, Rosen, and Tamm.

By memorandum dated 7/12/57 (received in Bureau 7/25/57) Administrative Assistant Attorney General Andretta transmitted Attorney General's (AG) memorandum #232 (copy attached) to all officials and employees of the Department of Justice on the subject of Protection of Departmental Records. Andretta observes that there has been considerable criticism of Governmental agencies from newspaper and Congressional sources concerning use of term Personal and Confidential (P&C) and similar designations to "restrict the availability of official files, documents," etc., that cannot be classified as CONFIDENTIAL, SECRET, or TOP SECRET under Executive Order 10501 (EO) or as restricted under Atomic Energy Act of 1954 (AEA). AG's memorandum #232 states that Departmental Order #3464, which provides that all files, documents, etc., of the Department shall be regarded as of a confidential nature and that the contents thereof shall be disclosed only in performance of official duties, adequately protects Departmental records. Therefore, "no memorandum, letter, document, or other record originated within the Department shall be classified, designated, described, or otherwise marked with any word or phrase restricting access thereto, except in accordance with provisions" of EO or AEA.

AG's memorandum #232 is intended to prohibit indiscriminate classification to protect information which has no valid reason for being protected.

NAW:wmj/boc  
(9)

cc - Messrs. Nichols  
Boardman  
Belmont  
Rosen  
Mohr  
Parsons  
Tamm  
Trötter  
Nease

INDEXED - 36  
RECORDED - 36  
EX-161

66-2554-12616

8 AUG 16 1957

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trötter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Enclosures

66 - 7225

7-31-57  
SENT DIRECTOR  
FOR APPROVAL

51 AUG 16 1957

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/12/82 BY SP-6/BJF

*Jm*

*89*

## Executives Conference Memorandum

### PRESENT BUREAU PROCEDURE:

Bureau employs such terms as P&C, Strictly Confidential, Personal Attention, and Personal on intra-Bureau correspondence for two purposes:

(1) To limit access to information contained therein to appropriate persons on a "need-to-know" basis, and (2) to insure that a matter will be handled personally by the intended official or employee. For example, SAC Letters are marked Personal Attention to insure that the SAC personally is aware of the contents. They are also marked Strictly Confidential in appropriate instances in order to limit the routing of the communication to those employees having an official need to know the contents. Some SAC Letters of an unusual confidential character are issued as "No Number" Letters and bear the notation P&C. Many communications bearing on personnel actions which, if given unrestricted circulation would provide grist for the gossip mill, are marked P&C, such as letters of censure or commendation. The Manual of Rules and Regulations instructs that letters addressed to an SAC by name and marked P&C are to be opened only by him. Such letters may deal with personnel situations or other matters of such a delicate nature that the Director wants only the SAC to have access to the information. Mail on sensitive matters from the Director to high Government officials is sometimes marked P&C.

Certain mail involving highly secretive techniques in the security field such as technical or microphone surveillances and other secretive sources of information is marked "JUNE." This designation is primarily a routing device and provides that the mail must be transmitted in envelopes marked "JUNE" and routed to certain special files in the custody of one certain supervisor in the Domestic Intelligence Division. This is an intra-Bureau routing system that is designed to limit knowledge of these highly sensitive matters to employees having a need to know. The "JUNE" system was instituted to keep such information from the personal knowledge of employees, thus reducing the possibility of disclosure through testimony in court or through inadvertence to outsiders.

Our reports, many of which are not classifiable under EO or AEA and which are disseminated to other Government agencies, bear the following admonition: "Property of FBI. This report and its contents are loaned to you by the FBI, and neither it nor its contents are to be distributed outside the agency to which loaned." Similar phraseology is sometimes put into letters furnishing information to outside agencies. This is a restriction which it is believed necessary to continue in order to prevent unauthorized use of FBI information.

## Executives Conference Memorandum

Our Training Documents bear the statement, "For official use of FBI personnel only." Since the SAC Letters transmitting these documents to the field state that the document is not for loan or distribution outside the Bureau, it is believed that the statement on the cover of the Training Document itself may be omitted hereafter.

Executives Conference on 4/21/54 considered interpretations of EO furnished by Special Assistant to the Attorney General Thomas J. Donegan, on 4/13/54. Donegan advised that the word CONFIDENTIAL (alone) should not appear on any document unless it was being classified. He further advised that EO did not prohibit using the term Personal and Confidential on letters, memoranda, etc., since that term is distinct from CONFIDENTIAL. As a result, an SAC Letter was issued on 5/4/54 instructing field that documents could not be marked CONFIDENTIAL unless they contained defense information and were being classified and that there was no change in Bureau's existing regulations regarding use of Personal and Confidential and Personal Attention. Field was cautioned not to use these markings indiscriminately.

### OBSERVATIONS:

Unequivocal abolition of all restrictions on the availability of official information to all Departmental employees is, of course, unwise and it is believed AG's memorandum #232 should have provided for certain exceptions in the interests of good business practice. It is felt that Bureau's position should be as follows:

1. Bureau was not consulted regarding AG's memorandum #232 and the order it contains profoundly affects Bureau's operations.
2. Such terms as Personal and Personal Attention are primarily designations for routing and not classifications. The designation "JUNE" is strictly for routing purposes, and need not be taken up in detail with the Department.
3. Since Departmental Order #3464 is binding only on employees within Department of Justice, the phraseology printed on our reports and included in some memoranda transmitting information to other agencies admonishing them against distributing the information outside the agency, should be continued. The AG approved this phraseology by memorandum dated 11/24/53 in connection with EO.

## Executives Conference Memorandum

4. When an individual or agency furnishes information to FBI and requests that the information be treated confidentially (although not classified under EO), FBI is obligated to respect the request and should be permitted to mark documents containing it P&C or some similar term.

5. Department should be advised that Bureau considers essential the use of P&C on documents involving personnel matters. All employees have a right to communicate with Director on a P&C basis and Director should, of course, be in a position to write a P&C letter to an employee. Memoranda dealing with personnel matters should be marked P&C in order that their contents will not become common knowledge and subject to gossip.

6. Letters to prospective employers of former Bureau employees are marked P&C in order that the information will be confined as much as possible in order to avoid indiscriminate and embarrassing broadcasting of the information. Such letters should bear a restrictive label.

7. There are numerous instances in which sensitive information not classifiable under EO must be furnished to other Government agencies. Since Departmental Order 3464 does not apply to persons outside Department of Justice, it should be permissible to label such communications P&C.

Instructions to Bureau personnel concerning use of restrictive phraseology on communications should be held up pending Department's reaction to our suggestions as contained in enclosed letter to AG.

### RECOMMENDATION:

Executives Conference unanimously recommended that enclosed letter to AG be delivered to Acting Attorney General William P. Rogers by Mr. Nichols. (The letter to the AG must be dated prior to transmittal.)

*Memo may go forward  
without personal  
delivery to Rogers.  
H.*

MR. TOLSON

8/8/57

THE EXECUTIVES CONFERENCE

*Police Association*  
INTERNATIONAL ASSOCIATION OF  
CHIEFS OF POLICE CONVENTION  
9/29 - 10/3/57

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP-5 *aj/deg*

The Executives Conference on August 7, 1957, with Messrs. Nichols, Boardman, Belmont, Trotter, Hargett, Nease, Parsons, Mohr and Tamm being present considered a memorandum from SA A. E. Leonard to Mr. Nichols concerning his (Leonard) attendance at the International Association of Chiefs of Police (IACP) Convention in Honolulu September 29 to October 3, 1957.

Mr. Leonard in his memorandum pointed out the following factors concerning his attendance at this convention.

1. Difficulty has been experienced in publishing the crime figures for the Boston Police Department. Figures are presently being published with the understanding that positive steps toward headquarters control would be established in 1957. On a memorandum written July 31, 1957, recommending that the figures for the first half of this year be published, the Director noted "O. K., but I don't intend to extend it beyond this year. H." Future publication will come to a head at the end of this year. It is imperative that the Committee on Uniform Crime Records takes a positive stand supporting us in this position.
2. The Committee last year at the Chicago Convention recommended substantial changes in the number of police employees report form. This form has been approved for one year by the Division of Statistical Standards, Executive Office of the President, but it was approved by this organization with the definite understanding that it be taken up at the next annual meeting of the Committee on Uniform Crime Records to obtain a definite expression from them as to the need for continuing. This should be handled at the Honolulu Convention so that the form would be continued and we will continue to collect the data.

RECORDED - 6  
INDEXED

*66-2554-12617*

cc - Mr. Tolson  
cc - Mr. Tamm

19 AUG 16 1957

SENT DIRECTOR  
*8/9/57*

EX-160

57 AUG 21 1957

On \_\_\_\_\_  
pls \_\_\_\_\_  
tman \_\_\_\_\_  
ont \_\_\_\_\_  
is \_\_\_\_\_  
cc - Mr. Tolson  
cc - Mr. Tamm  
r \_\_\_\_\_  
rowd \_\_\_\_\_  
Room \_\_\_\_\_  
an \_\_\_\_\_

AT: dpc  
(5)

3. The Committee at the Chicago Convention made substantial changes in some of the tabulations. These tabulations must be used in the bulletin to be released just prior to the IACP convention and the Committee's reaction is felt to be important.
4. The continuation of the Committee is felt to be important. The memberships of Stanley Schrotel, Chief at Cincinnati and Clarence Morris, Chief at Pasadena expire at the end of this year and John Polcyn, Chief at Milwaukee has resigned. It is felt we need to consider a proper replacement for Polcyn and the reappointment of Schrotel and Morris. Leonard feels that he can control this committee in that regard.

Leonard is Secretary of the Committee on Uniform Crime Records. He does as a matter of fact control the Committee. If the Committee is to continue to function it is felt that he should be present at the Convention.

The Conference unanimously recommends that Special Agent A. E. Leonard be designated to attend the IACP Convention in Honolulu.



MR. TOLSON

7/17/57

THE EXECUTIVES CONFERENCE

58921

SUGGESTION #777-57  
SUBMITTED BY JOHN K. HOFFMAN  
ADMINISTRATIVE DIVISION

323 D13  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/1/92 BY SP-5/1/92

SUGGESTION: That present format of Apprehension Orders (AOs) be revised to delete addresses and telephone number of field offices appearing on reverse side of AO and that size of AOs be reduced from 8" x 8" to 4" x 8".

PRESENT PROCEDURE: AOs are printed on 16" x 24" cards (6 AOs on each card); cards are then cut into individual 8" x 8" AOs (present AO - Exhibit A). Address and telephone number of each field office appears on reverse side of AO. Police agencies receiving AOs cut them so each cancellation notice is filed with the Identification Order (IO) to which it pertains. AOs are to be issued to field no later than 10 days after apprehension of fugitive.

ADVANTAGES: Reducing size of AOs would allow printing 12 copies on one 16" x 24" card instead of 6 as at present. Based on an average of 24 AOs per year (2 per month) suggester estimates an annual savings of \$5,000.92. Savings would be based on cost of cards; cutting, wrapping, boxing and taping of cards; and labor.

Suggester states that if revised format is adopted, policy of issuing AOs within 10 days of apprehension would continue, except if 4 AOs should be revised before 10 day deadline they would be immediately printed and mailed.

b6  
b7c

OBSERVATIONS: A copy of the proposed format (Exhibit B) was shown to Mr. [redacted] Mail Classification Specialist, Division of Mail Classification, United States Post Office, advised that new AO was acceptable for mailing, as long as same stock paper is used.

FWW:hoc  
B)  
enclosures 2

RECORDED - 28  
INDEXED - 28

66-2554-12018

- Mr. Tamm
- Mr. Nease
- Mr. Rosen
- cc - Mr. Mohr (Attention: 1 - Mr. C. R. Davidson)  
1 - Mr. Renneberger)

EX-131

1 AUG 20 1957

1 AUG 29 1957



Executives Conference Memorandum  
Re: Suggestion #777-57  
Submitted by John K. Hoffman  
Administrative Division

58.002

Suggester estimates a savings of \$5,000.92 based on an average of 24 AOs per year. For the first 6 months of the current year there were 9 AOs issued and during the calendar year of 1956 there were 19 AOs issued. Therefore, it would appear that the proper basis for estimating savings would be on 19 AOs per year. The savings would be based on 19 AOs, as follows: Savings on cards - \$2,921.06; Cutting, wrapping, boxing, and taping - \$840.18; Press time (labor) - \$272.08; Total - \$4,033.32 - less additional expense in Camera Room for additional negatives - \$74.48; Total net annual savings would be \$3,958.84.

Suggester also proposes an exception to the present 10 day rule to the effect that if 4 AOs should be received before 10 day deadline, AOs would be immediately printed and mailed to field. This portion of the suggestion should not be adopted as it would mean sending out additional AOs when more than 4 are received within 10 days and would increase mailing cost. To overcome this weakness in the suggestion it is proposed that the present policy on the 10 day rule be continued and if more than 4 cancellations are received during the period all should be sent on the same AO. For example, if 7 cancellations were received then AO would be printed in the same size as the present AO (8" x 8").

THE EXECUTIVES CONFERENCE ACTION: The Executives Conference, consisting of Messrs. Tolson, Mohr, R. K. Moore, Nease, Rosen, Conrad, Holloman, Boardman, Sizoo, and Whelan considered the suggestion to revise the AOs on 7/15/57 and were unanimously in favor of adopting same.

RECOMMENDATIONS: 1. That suggestion be adopted with exception that if more than 4 cancellations received in 10 day period, then all should be published on one AO.

2. That Investigative and Administrative Divisions take necessary action to place new AO format in effect.

Executives Conference Memorandum

58923

Re: Suggestion #777-57

Submitted by John K. Hoffman

Administrative Division

RECOMMENDATIONS (Cont'd)

3. That John K. Hoffman be given an incentive award of \$125 based on an estimated savings of \$3,958.84 (\$50 of first \$1,000 and \$5.00 on each additional \$200).

4. If award is approved, Administrative Division will handle.

Mr. Tolson

7/15/57

58924

The Executives Conference

223013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/93 BY SP-3 C/lyg

SUGGESTION #22-58  
SUBMITTED BY SA JOHN DAVID POPE, JR.  
INVESTIGATIVE DIVISION

SUGGESTION: That field be instructed to clearly indicate in last paragraph of letters and airtels and at end of teletypes the reason why communication was sent to Bureau and action desired; that communication indicate action desired by other offices to whom communication is sent.

ADVANTAGES STATED: Objectives of communication will be more clearly defined and will tend to prevent long, rambling types of communication which do not clearly show why communication was prepared. Everyone receiving communication will clearly know immediately what action is to be taken in connection with the communication and how it should be processed.

OBSERVATIONS: 1. The same or similar suggestions have been considered and not adopted. The following is a summary of previous Executives Conference action taken on these suggestions:

Suggestion #278-56 - 11/14/55 - proposed that all letters from field carry "Recommendation at end of letter and specific recommendation spelled out. Executives Conference, 11/14/55, was opposed to the suggestion on the grounds it had previously turned down such suggestions and stated it felt that to adopt the suggestion might induce supervisors to refrain from reading body of letter and seek to take action based on reading of recommendations only.

Suggestion #1017-54 - proposed that field offices place addendum after first paragraph to Bureau specifically pointing out action to be taken. Executives Conference, 12/10/54, was unanimously opposed to suggestion as it would create tendency for employees in Records Branch and supervisors elsewhere at SOG to read only recommendations and possibly not digest the details as thoroughly as necessary.

RECORDED - 34

66-2554-12619

Suggestion numbers 645-54 and 736-54 - proposed that letters, airtels, and teletypes requesting investigation include section devoted to leads to be covered.

INDEXED - 34

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

WWW/boc

(7)

cc - Messrs. Tamm

Nease

EX-131

*Handwritten signatures and initials*

51 AUG 20 1957

Executives Conference Memorandum  
Suggestion #22-58

Executives Conference, 9/15/54, felt that to request that leads be set out at end of teletype would result in longer teletypes and increased cost. Further Executives Conference considered suggestion #219-54, which was not adopted, in turning down suggestions 645-54 and 736-54. Suggestion #219-54 is set forth hereafter.

Suggestion #219-54 proposed that leads in airtels be blocked out. Executives Conference felt that it would be undesirable to set forth leads in a separate section of each airtel as it might result in less thorough attention to body of airtel by persons who have to read it. Also it was stated that it would be another rule which would have to be entered in manuals and taught to all employees with resulting expense but doubtful benefit in turn.

2. With regard to leads set forth by letter Manual of Rules and Regulations, Part II - Section 4 - 8 - III, instructs that when leads are set out the letter should first contain a concise general summary and background; descriptive data necessary, action taken, new developments or other facts upon which recommendations are based; instructions, recommendations or leads, listed in numerical order.

EXECUTIVES CONFERENCE CONSIDERATION: (AIR-LS - 7/24/57)

The Conference on July 24, 1957, those in attendance being Messrs. Boardman, McGuire, R. K. Moore, Sizoo and Rosen, considered the suggestion and recommended that there be no change in the present policy for the reasons heretofore given.

MR. TOLSON

8/28/57

THE EXECUTIVES CONFERENCE

SUGGESTION #170-58  
MADE BY SA [redacted]  
CINCINNATI DIVISION

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP-5 C/d/g

SUGGESTION: That a Bureau-wide flower fund be established for use at the time of death of a current or retired Bureau employee (or member of his family) or a person who has been a good friend of the Bureau on important matters. Suggester states that the death of retired Assistant Director E. J. Connelley caused him to feel that there is a need for an arrangement of expression of respect and sympathy to come from the Bureau's personnel as a whole.

SA [redacted] suggests that the fund be established by having each agent contribute fifty cents or a dollar. With an estimated 6,000 agents on duty at the present time, an operating fund of from \$3,000 to \$6,000 would be established. He further suggests that the fund be set up and handled by an individual or committee designated by the Director.

SA [redacted] believes that the Exhibits Section (Administrative Division) could design a floral arrangement to indicate that the expression of sympathy is from the FBI and that, on approval by the Director, each field office be furnished copies of the design which can be given to a florist to follow whenever a death occurs. A card could also accompany such a floral arrangement to be from "J. Edgar Hoover and Associates."

PRESENT PROCEDURE: Individual voluntary contributions comprise funds of this type in the Seat of Government and field divisions.

ADVANTAGES STATED: Suggested flower fund would permit fulfilling of responsibility in such matters by all of the Bureau's personnel rather than to leave such responsibility to the Director personally and his staff members or to the field office located nearest the deceased person.

DISADVANTAGES STATED: Suggester states that such a fund would, of course, require some time to administer. However, he feels that the

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Cuh  
ceh  
(6)

- 1 - Mr. Nease
- 1 - Mr. Tamm
- 1 - Personnel file of SA [redacted]

EX-126

RECORDED - 30

INDEXED - 30

66-2554-10  
6 SEP 5 1957  
12/20

51 SEP 6 1957

(sent sepa

b6  
b7c

b6  
b7c

Executives Conference memo to Mr. Tolson  
re: SUGGESTION #170-58, Made by SA [redacted]  
[redacted] Cincinnati Division

b6  
b7c

DISADVANTAGES STATED: (continued)

instances in which the fund would be used would not be sufficiently frequent to cause a large amount of time spent in administering it.

THE EXECUTIVES CONFERENCE CONSIDERATION: WWV:ceh 8/28/57

The Executives Conference, consisting of Messrs. Boardman, Parsons, R. K. Moore, Mohr, Holloman, Rosen, Belmont, Nease and Tamm, on 8/28/57 considered the suggestion and concluded that it should not be adopted. It was felt that administering a flower fund as proposed would be costly and time consuming. Further, it is believed that the present procedure of maintaining voluntary flower funds on a local basis throughout field divisions and each of the Seat of Government Divisions serves the purpose adequately and makes funds immediately available for emergency needs. At the present time, under appropriate circumstances, it is possible for arrangements to be made to send flowers with a card accompanying them signed "J. Edgar Hoover and Associates." In view of the above, the Executives Conference concluded that the Bureau should not attempt to administer such a flower fund at the Seat of Government.

No further action is necessary inasmuch as SA [redacted] has been thanked by letter for submitting his suggestion.

b6  
b7c

MR. TOLSON

9/4/57

THE EXECUTIVES CONFERENCE

GRADUATION EXERCISES  
60th SESSION FBI NATIONAL ACADEMY  
November 8, 1957

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP5C/df

The Executives Conference on 9/4/57, with Messrs. Tolson, Boardman, Holloman, Rosen, Belmont, Nease, Parsons, Trotter, Mohr and Tamm being present, considered a speaker for the graduation exercises of the 60th Session of the National Academy. It being noted that Vice President Nixon has found it necessary to decline the invitation extended to him.

The Conference unanimously recommends that an invitation be extended to Mr. Neil H. McElroy, newly designated Secretary of Defense.

The Conference also recommends that an invitation be extended to Reverend Clarence W. Cranford of the Calvary Baptist Church to give the invocation and benediction.

RECOMMENDATION:

It is recommended that the attached letter to McElroy be delivered by the Liaison Section.

Enclosure

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

QT:dpsdps  
(5)

EX-126

RECORDED - 94

INDEXED - 94

SEP 10 1957

57 SEP 11 1957

Handwritten initials and signatures: OK, J, and a large stylized signature.

Handwritten file number: 56-2554-12624



MR. TOLSON

9/9/57

THE EXECUTIVES CONFERENCE

RETRAINING SESSION  
FBI NATIONAL ACADEMY ASSOCIATES  
November, 1957

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP5 a/dy

FBI NA Retraining Session

The Executives Conference on 9/9/57, with Messrs. Tolson, Trotter, Parsons, Nease, Sizoo, Holloman, McGuire and Tamm being present, considered the question of the National Academy Retraining Session originally scheduled to be held November 4 to November 8, 1957. It is noted that the Director has indicated on a proposed invitation to Mr. Neil H. McElroy, newly designated Secretary of Defense, as speaker that the holding of the graduation exercise on Friday is undesirable.

The Conference recommends a revision of the proposed training program for the retraining session to accomplish the holding of the graduation exercises on Thursday, November 7. To accomplish this, the schedule for the retraining session has been revised and condensed to a certain extent so that graduation could be held on Thursday and the business meeting of the Associates would be after graduation on Thursday afternoon. The schedule as now proposed would be as follows:

Monday, November 4, 1957

9:30 a. m. - 10:30 a. m.

Call to order.

- (1) Address - President of the FBI NA Associates, Newman W. Kimbrough
- (2) Address - The Director

10:40 a. m. - 12 Noon

Recent Laboratory Techniques

2:00 p. m. - 5:00 p. m.

Panel Forum - Police Organization and Administration

66-2554-12622

108

RECORDED - 94

SEP 10 1957

INDEXED - 94

*[Handwritten initials]*

1 - Mr. Nease

1 - Mr. Tamm

OT: dps dpo

Enclosure (9) 51 SEP 11 1957

Executives Conference Memorandum

Re: Retraining Session  
FBI National Academy Associates  
November, 1957

Tuesday, November 5, 1957

9:00 a. m. - 12 Noon

Panel Forum - Traffic

2:00 p. m. - 5:00 p. m.

Panel Forum - Selection and Training  
of Personnel ; Juvenile Matters

Wednesday, November 6, 1957

9:00 a. m. - 12 Noon

Panel Forum - Disasters and Riots  
(Including Discussion of Atomic Devices)

2:00 p. m. - 5:00 p. m.

Panel Forum - Investigation of Crimes

Thursday, November 7, 1957

10:30 a. m.

Graduation Exercises for 60th Session  
FBI National Academy

2:00 p. m. - 4:00 p. m.

Business Meeting of the Associates

If you approve the proposed new schedule, it will necessitate some adjustment - notification to lecturers who have been previously scheduled for Thursday morning, November 7 and to the Marine Band which is now scheduled for Friday, November 8. This can be handled.

*Sent 9-10-57*  
If you approve, there is attached hereto a letter to Mr. Neil H. McElroy inviting him to be the speaker at the graduation exercises on November 7. It is recommended that this letter be delivered by Liaison Section.

MR. TOLSON

9/9/57

THE EXECUTIVES CONFERENCE

GRADUATION EXERCISES  
60th SESSION FBI NATIONAL ACADEMY

*F. B. I. N. A., Graduation Exercises  
60th Session*

The Executives Conference on 9/9/57, with Messrs. Tolson, Trotter, Parsons, Nease, Sizoo, Holloman, McGuire and Tamm being present, considered the fact that you have already approved an invitation be extended to Dr. Clarence W. Cranford of the Calvary Baptist Church to give the invocation and the benediction at the graduation exercises of the 60th Session of the FBI National Academy. He has not as yet been invited.

The Conference recommends unanimously that Dr. Cranford also be invited to give the invocation at the banquet. If you approve this additional designation, there is attached hereto a letter to Dr. Cranford inviting him and Mrs. Cranford to the banquet and the graduation exercises.

323, 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP-3 C/dep

*OK*  
*K*

*CG*

Enclosure

1 - Mr. Tamm

1 - Mr. Nease

RECORDED - 7

*66-2554-12623*

INDEXED - 7

6 SEP 16 1957

*126*

*OK*

51 SEP 17 1957

*Er. dps*  
*(6)*

MR. TOLSON

September 12, 1957

THE EXECUTIVES CONFERENCE

NATIONAL LAW ENFORCEMENT SEMINAR

323,013

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP-5C/djg

The Executives Conference on 9/11/57, with Messrs. Tolson, Holloman, Nease, Parsons, Trotter, Mohr, Belmont, Sizoo, McGuire and Tamm being present, considered a suggestion by Mr. W. C. Sullivan of the Central Reserach Section that consideration be given to holding a National Law Enforcement Seminar. Persons prominent in law enforcement, education, industry, labor, religion and science would be invited to participate in a two to four day seminar on some phase of law enforcement. A committee composed of Messrs. W. C. Sullivan (Domestic Intelligence Division), Roy K. Moore (Identification Division), A. E. Leonard (Records and Communications Division), Oscar J. Keep (Investigative Division), and A. G. Gilliland (Training and Inspection Division) made a study of the matter.

The Committee points out that in favor of holding such a seminar were certain points that are of benefit to the Bureau such as it would be an important publicity and educational medium for the FBI; and could portray the Bureau as pioneering a law enforcement program. The seminar would serve to attract attention of educators and others who mold public opinion; would result in improving good will and cooperation between important persons and the FBI; and would serve as a forum for informing general public as to Bureau policies and the Director's philosophy of law enforcement.

The Committee points out a seminar would cost considerable and would raise the question as to who would pay for the transportation, lodging and other expenses of those invited to attend; and prior discreet investigations of persons to be invited would be required in many instances. The Bureau would have no way of controlling local publicity accruing to individuals invited to the seminar and there would be no way of controlling the opinions on controversial topics of those participating in the seminar. The Committee felt that there could possibly be attributed to the idea that it would tend to be a "National Police Organization" or a "National Crime Commission." The seminar would be difficult to control and

1 - Mr. Tamm

1 - Mr. Nease

- Tolson \_\_\_\_\_
- Nichols \_\_\_\_\_
- Boardman \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tamm \_\_\_\_\_
- Trotter \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 23

INDEXED - 23

EX - 137

66-2554-12624

SEP 16 1957

OT: jps  
52 SEP 17 1957

**Executives Conference Memorandum**  
**Re: National Law Enforcement Seminar**

and might result, if too tight a rein was exercised, in either resentment or criticism of the Bureau's participation.

The Committee exclusive of Mr. Sullivan were against the holding of such a seminar. In other words, the four members of the committee, exclusive of Mr. Sullivan, voted against holding the Seminar.

Based upon the Committee's consideration the Executive Conference although considering that there is some merit to the idea are unanimously opposed to the holding of a National Law Enforcement Seminar.

RECOMMENDATION:

That no further consideration be given to the holding of a National Law Enforcement Seminar.

OK  
A

The Director

August 13, 1957

The Executives Conference

*pk*  
BUPLANS (BUREAU DEFENSE PLANS)  
MEDICAL SUPPLIES

323, 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/5/92 BY SP3ci/df

PROPOSAL: That out-dated medical supplies be donated to local hospitals or orphanages.

CURRENT PROCEDURE: Out-dated medical supplies are destroyed after replenishing period as follows: burn compound - 2 to 3 years; adhesive compresses and adhesive plasters - 1 year; hydrogen peroxide - 1 yr.

BACKGROUND: Inquiry made of the Mine Safety Appliances Company revealed that sealed containers are available for permanent storage of above-described items except hydrogen peroxide. Further inquiry made of other Government agencies to determine if practical and economical means of storage of questioned items were available revealed that: (1) Office of Special Investigations advised that the Surgeon General's Office, U. S. Air Force, had stated it was cheaper to replace described articles than to buy containers to store them; (2) Department of Commerce advised that the Bureau of Standards had not considered using containers to store such material; (3) Surgeon General's Office, U. S. Army reported that the Army did not use permanent storage containers for such material. However, it was Army practice, upon replacing such material, to use the replaced material in Army hospitals, thereby eliminating any waste; (4) Bureau of Medicine and Surgery, U. S. Navy, reported that the Navy did not store such material in permanent containers, pointing out that the cost of containers would be prohibitive. Further, it was stated that in Navy hospitals there is a continuing need for such items and that if the material gets old, it can be used by hospitals rather than be destroyed.

On considering the proposal to donate out-dated medical supplies, to hospitals and orphanages, Mr. Nease advised that he does not agree with the proposal. He pointed out that if reliance is placed on the usability of this material and it is found to be defective the Bureau would be in a vulnerable position. Further, if the material is good we should keep it and not give it away. Mr. Nease advised relative to adhesive compresses and adhesive plaster, it would seem that common sense should apply as to whether the material is satisfactory for use. He is of the opinion it would be morally wrong to give such items as hydrogen peroxide and burn compound to orphanages where it may be relied upon to treat the injured and found to be defective.

Olson  
Nichols  
Pardman  
Belmont  
Mohr  
Parsons  
Rosen  
Tamm  
W.C. Sullivan  
Tele. Room  
Holloman  
Gandy

cc - Messrs. Nease  
Tamm

WVW:vfb/boc

(5)

MAIL ROOM 27 1957

EX 105

RECORDED - 23  
INDEXED - 23

66-2554-12025

SEP 19 1957

ORIGINAL FILED IN 66-2554-12025

cutives Conference Memo to the Director  
RE: BUPLANS (BUREAU DEFENSE PLANS)  
MEDICAL SUPPLIES

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference, consisting of Messrs. Boardman, Mohr, Nease, Parsons, Rosen, Sizoo, Tamm and Trotter, on 8/12/57 considered the question of disposing of out-dated medical supplies and recommended as follows:

Messrs. Boardman, Mohr, Sizoo, Trotter and Tamm were in favor of donating such supplies to hospitals.

Messrs. Nease, Parsons and Rosen were infavor of destroying medical supplies when their value is doubtful because of shelf age. Mr. Nease commented that items should be retained or replaced on a common-sense basis and not as a result of some arbitrary time scale. If the items are good enough to give away for someone to use, we should keep them; if they are not good, we should throw them away.

Respectfully,  
For the Conference

Clyde Tolson



Mr. Tolson

7/10/57

The Executives Conference

58926

CHECK CIRCULARS

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-5-92 BY sp5c/ky

**BACKGROUND:** ASAC Henry H. Fitzgibbon while serving as a supervisor, Investigative Division, proposed that Bureau adopt a check circular re selected notorious fraudulent check passers who are Bureau fugitives; that circular be distributed to same sources as Identification Orders (IOs) and Wanted Flyers (WFs); in addition, that it be circularized to potential victims on a national or local basis where circumstances indicate its use to be of value. This suggestion was adopted on a trial basis 12/15/55. By memo F. L. Price to Mr. Rosen, 3/14/57, the circular was adopted on a permanent basis. Eight check circulars have been issued to date.

**PRESENT PROCEDURE:** The check circular is presently designed to be printed on bond paper (8 1/2" x 10 1/2"); circular is triple folded and sent to field offices for distribution; field offices address envelopes on addressograph machines and then hand stuff the circulars into envelopes for mailing.

To mail check circulars, under the present procedure, approximately 114,000 envelopes are used per check circular; envelopes cost \$3.63 per 1,000 or \$413.82 for each issue of circular. It is estimated that it requires a minimum of 315 hours to hand stuff the envelopes for mailing at a cost of about \$483. (Grade 3 clerk at \$1.53 per hour.)

**OBSERVATIONS:** When the check circular was originally designed it was desired that it have a distinctive format so that the check circular would not follow the pattern of IOs and WFs (copy of present check circular attached -- Exhibit A). Further, consideration was given to designing the circular so franking privileges could be printed on the circular in such a manner that the circular could be addressed and sent without using envelopes. This proposal was discussed with representatives of the U. S. Post Office Department who advised that the circular in its present form would not be acceptable for mailing without envelopes unless it was stapled in some manner so as to prevent its unfolding in the mail. It was then decided to mail the circulars in envelopes as is presently done.

- Tolson
- Nichols
- Boardman
- Belmont
- Mohr 1 - Mr. Tamm
- W. C. Clegg 1 - Mr. Nease
- Glavin 1 - Mr. Mohr (Attention: Mr. Newman)
- Ladd
- Nichols
- Tracy
- Harbo
- Tele. Room
- Holloman
- Gandy

RECORDED - 78

INDEXED - 78

66-2554-1026  
6 SEP 25 1957

EX 105

Enclosures (2)  
MAIL ROOM  
(6) SEP 25 1957

Executives Conference memo to Mr. Tolson  
RE: CHECK CIRCULARS

PROPOSAL: The present circular could be continued on the same type and size paper as presently used. However, franking privileges could be printed thereon provided circular is stapled or sealed in some manner. A sample of such a circular is attached as Exhibit B, the front of which would remain the same as the present design and the back of which would be redesigned so it could be folded and franking privileges printed thereon and subsequently sealed for mailing. This procedure would eliminate use of envelopes as required under present system.

5892

To use the format proposed, it would be necessary to purchase additional equipment to seal circulars since the Bureau does not presently have the type of equipment to do the job. Inquiries of the Government Printing Office (GPO) revealed that they use a "Sealomat" machine for such sealing purposes; estimated cost of machine is \$3,500. It is noted that such equipment for use by the GPO to seal the "Uniform Crime Reports" which are published by the Bureau and printed by the GPO. In considering the cost of the equipment, it is to be noted that approximately \$3,510.58 has been spent for envelopes to mail 8 issues of check circulars. Further, a minimum of about \$3,856 has been spent on labor to hand stuff the check circulars. Therefore, the cost of the sealing equipment (\$3,500) could be saved within a relatively short time as it costs approximately \$3,583.28 for envelopes and labor to issue four check circulars (\$1,655.28 for envelopes and \$1,928 for labor).

EXECUTIVES CONFERENCE CONSIDERATION: Messrs. Tolson, Mohr, R. R. Moore, Parsons, Nease, D. C. Moore, Boardman, Rosen and Whelan considered this proposal on 7/10/57 and were unanimously in favor of purchasing the equipment for sealing check circulars.

RECOMMENDATION: That Administrative Division make necessary arrangements for a representative of the company manufacturing the "Sealomat" machine to demonstrate use of the machine and to determine if it will serve our purposes. Also to obtain exact cost of purchase of such equipment.